

STUDENT HANDBOOK 2021



KING'S COLLEGE
TRANSFORMATION. COMMUNITY. HOLY CROSS.





Dear King's Student:

As I begin my new ministry as the president of King's College, I am honored to write to you about the covenant that we share as Monarchs.

What is that shared covenant? The College's *alma mater*, which I hope you will come to know by heart, provides a clear indication: "We're forever loyal / Ever proud to sing / The glories of the school we cherish. . . ."

Cherish is a wonderful word. Its very sound echoes its meaning—to treat with affection, to hold dear. We hold something, or some place, or someone dear when our minds and hearts are filled with a sense of awe, wonder, and gratitude. We cherish the things gifted to us by beloved family members and a loving God. We cherish the places that have helped us realize our dreams for our lives and our world. We most especially cherish the people who have helped us to become a better version of ourselves.



During your time at King's, I pray that you will come to cherish the gift of learning and the ideas and experiences you will encounter in this place. I pray you will cherish the members of this community—the staff and faculty and your fellow students—who will help you to discern more deeply who you are, the type of person you wish to be, and the good that you wish to do in the world. I hope that you will frequently reflect on and commit to all of the things, places, and people that will help you to be the best student, friend, volunteer, leader, and person you can be. I hope that you will truly cherish King's and being a Monarch.

And I pray, too, that you will always feel cherished, always know that King's holds you dear and is grateful for your presence here. St. Irenaeus taught that the "Glory of God is the human person fully alive." By analogy, I would suggest that the "glories of the school we cherish" are our students, who become fully alive here. This Student Handbook serves as a helpful guide to our mutual responsibilities to cherish one another, to care for one another and our college community so that we can become fully alive together.

While the Student Handbook contains some of the practical elements of our covenant with one another, the covenant that we share is a deeper reality. Our mutual covenant is to cherish one another, to help one another to become the best human beings that we can be. I commit to do all that I can to help you grow and flourish during your days here as a Monarch. I ask that you commit to do all that you can to grow and flourish as a Monarch and to help one another to do the same.

Peace,

Rev. Thomas P. Looney, C.S.C., Ph.D.
President



Dear Monarch,

Welcome to the 2021- 2022 academic year and the celebration of the 75th year of the founding of King's College by members of the Congregation of Holy Cross and their lay partners.

The College seeks to develop the *hearts and minds* of all our students and community members. Education takes place in the academic experience but also in the co-curricular experience. Learning takes place in campus activities, community service, participation in athletics, working on and off-campus, in the arts, and the other experiences available to you.

The co-curricular experience seeks to enrich the heart through:

- **Engagement:** There are many ways to develop outside of the classroom experience to build relationships which develop leadership and relationships. There are opportunities in clubs and organizations, academic clubs and honor societies, student media, Student Government, orientation staff, and resident assistant. Each of these activities requires genuine care for the welfare of others.
- **Resilience and self-advocacy:** Your College and off-campus experiences can be challenging at times. Learning to make a difficult decision, standing up for your beliefs, and dealing with unexpected life events can disrupt the flow of life. Responding to those challenges is an essential skill for your well-being. Use the resources that are available to you for support and help you with decisions. Learn to self-advocate during these challenging times. You are your best spokesperson.
- **Empathy:** Try to assume the place of others and how they perceive an experience or issue. Try to understand others and accept that they may come from a different experience. Appreciate others for their differences, whether how it is how they grew up, their faith, race, ethnic background, sexual orientation, identity, material, or economic status. The first step is listening to others with respect and care. Each person has inherent value and dignity, which must be respected.
- **Faith:** Find ways to exercise and express your faith in God. Listen to your heart and practice your faith. Be confident in your faith. Our mission is grounded in living one's faith.

These experiences develop our King's College community which you will have far beyond the four- or five-year college experience.

Student Affairs with Academic Affairs and Campus Ministry partners to provide these experiences for you to develop as a student. Seek experiences that you already have an interest in and find exciting new opportunities that you will be challenged.

Sincerely,

Robert B. McGonigle
Associate Vice President for Student Affairs and Dean of Students
Title IX Coordinator

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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, respect 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 website 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 2020 Graduation Rate Survey: Of the initial cohort of full-time, first time, bachelor's degree-seeking undergraduate students who

entered in the fall of 2014, 63.4 percent attained a bachelor's degree as of August 31, 2020.

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 HARASSMENT (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 harassment. Sexual harassment violates an individual's fundamental rights and personal dignity. King's College considers sexual harassment, in all its forms, to be a serious offense. This policy refers to all forms of sexual harassment, 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 harassment/misconduct in all of its forms. The College complies with the Commonwealth of Pennsylvania law on Sexual Violence.

TITLE IX/SEXUAL HARASSMENT POLICY COORDINATORS

- Title IX Coordinator: Dean Robert McGonigle, Associate Vice President for Student Affairs and Dean of Students, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: (570) 208-5875, email address: robertmcgonigle@kings.edu
- Title IX Coordinator: Mrs. Regina Corchado, SHRM-SCP, Director of Human Resources Office: 181 North Franklin St., office telephone 570-208-5968, mobile 570-266-3060, email address: reginacorchado@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. 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

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.

STUDENT AFFAIRS

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.

Student Affairs is directly responsible for the Athletics Department, Counseling Center, Student Health Center, Campus Activities, New Student Orientation, the Holy Cross Experience (HCE 101), Commuter Life, Experiencing the Arts, the Judicial System, Multicultural and International Student 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: robertmcgonigle@kings.edu

Web site: 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 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 and International Student Programs, Commuter Life, the HCE 101: Holy Cross Experience course, and New Student Orientation. In collaboration with the Associate Vice President for Academic Success, the Associate Vice President for Student Affairs and Dean of Students promotes and supports the Holy Cross Experience (HCE 101), 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.)

The Associate Dean of Students for Residence Life may act on behalf of the Associate Vice President for Student Affairs and Dean of Students in the Associate Vice President's absence or as designated.

Class Attendance and Excessive Absences

Please see policy under Student Regulations, Rights, 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. 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 "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 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
Associate Vice President for Academic Success

326 Administration Building
Telephone: (570) 208-5895

Dr. Christopher O'Brien, Dean of Health Sciences
Richard Abbas Alley Center for Health Sciences
Telephone: (570) 208-8408

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 sixth-class day of the semester. Only open classes may be added.

Students may drop a course during the first six class days of each semester. Add/Drop dates are printed in the College Catalog.

ADD/DROP forms are processed through the Registrar's Office. The academic advisor's signature is required for all Add or Drop changes.

Overloads

An overload is when a student wishes to take a sixth course or more than 17 credits in a given semester. A GPA of a 2.5 or better is required along with the approval of the student's 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 submitting a completed Course Withdrawal Form to the Director of Academic Advisement by the date specified in the college academic calendar. Course withdrawal for full-time students is initiated with the Director of Academic Advisement. Course withdrawal for part-time students is initiated with the Part-time Student Academic Advisor. 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 Academic 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.

Voluntary Withdrawal from the College

The College recognizes that students voluntarily withdraw from the College for various reasons.

Steps prior to Formal Withdrawal from the College:

- Students who wish to withdraw from the College are encouraged to discuss this important decision with trusted family members and friends, as well with College personnel including the student's academic advisor, instructors, and professional staff.
- Withdrawal from the College either during the semester or before the end of the semester may significantly impact a student's financial aid and loan obligation as well as payments due to the College. Thus, prior to engaging the formal withdrawal process, the student should contact the Office of Financial Aid (Administration Building, Room 108, telephone: 570 208 5868) to discuss the impact of the withdrawal on their financial aid package and obligations. Also, students should contact the Business Office to discuss any financial obligations to the College.

Formal Withdrawal from the College:

- Students who have decided to voluntarily withdraw from the College (either during or at the conclusion of a semester) must meet with the Associate Vice President for Academic Success (Administration Building 326, telephone: 570 208 5895) to complete the documentation for formal voluntary withdrawal from the College. The documentation serves as the official record for the date of withdrawal from the College. Under extraordinary circumstances, documentation can be processed electronically or by phone.

Withdrawal with the Intent to Return to the College:

- Students who choose to voluntarily withdraw and intend to return to the College at a later date should meet with their academic advisor prior to leaving the College to discuss the impact of the withdrawal on progress in their major and degree completion. This conversation ought to include criteria for taking courses at other institutions and the impact of withdrawal on the proper sequencing of major courses that might determine the best semester to return to the College.

Official College Transcripts and Records:

- Students who withdraw from the College after the second week of the semester but before the end of the semester, will receive W's for their courses. A "W" will be recorded for each course on their transcript.
- Students who withdraw from the College effective after the end of the semester will receive the grades they earned for their courses.
- Withdrawal from the College is not noted on the student's academic transcript.

Failure to Notify the College of Withdrawal during the Semester:

- Students who leave the College during the semester and fail to engage the formal withdrawal process receive the grade of "F" for each registered course for the semester.

Return to the College

Students deciding to return to the College after voluntarily withdrawing must apply for readmission through the Registrar's Office (Administration Building, Room 102, telephone: 570 208 5870) at least two weeks prior to the start of a semester or session. The Re-Admit form is available on the Registrar's Webpage.

Readmission request from students returning to the College must be approved by all of the following the Registrar's Office, Business Affairs/Student Accounts (Administration Building, Room 120, telephone 570 208 5830), Financial Aid, and the Student Affairs Office (Rev. John Lane C.S.C. House, telephone: 570 208 5875). Students must have no unpaid prior balances on their student accounts and must clear any holds placed on their account prior to being readmitted.

The following policies regarding financial assistance for withdrawing and/or returning students are found in the College Catalog: "Reinstatement of Financial Assistance due to Withdrawal from the College," "Refund of Federal Title IV Assistance," "Return of Title IV Funds," "PHEAA State Grant Funds," and "King's College Grant and Scholarship Funds."

ADMINISTRATIVE WITHDRAWAL FROM THE COLLEGE DUE TO FAILURE TO ATTEND CLASSES: The College reserves the right to withdraw or terminate the privilege of attending the College when such an action is deemed advisable or necessary in the interest of the student or the College. Students who stop attending classes for a period of 14 calendar days, excluding college holidays or breaks within a semester, may be terminated if they have not made arrangements with the Associate Vice President for Academic Success or the Associate Vice President for Student Affairs and Dean of Students including providing documentation to support their extended absence from classes. Students who stop attending classes without approval of one of the associate vice presidents listed above, may be administratively withdrawn from the College. Their academic transcript will indicate withdrawal from their classes. The student will be notified of their withdrawal in writing and communicated to their college email and in a letter to the home address. The appropriate college offices will be notified. The student will be refunded based on the College's refund policy and, if a resident student, must vacate on-campus housing within 24 hours of being notified.

DEGREE REQUIREMENTS AND GRADUATION

The requirements for graduation and participation in the Commencement Exercises are stated in the College Catalog. Students are strongly encouraged to discuss their progress towards graduation each semester with their Academic Advisor.

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 are 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. Students are strongly recommended to sign up for the 911Celluar emergency notification system. To sign up, students should register at the **911Shield app** at the beginning of the academic year to have these messages sent to their cell phones through the College emergency notification system. Information is also available on the College's web page MyKings emergency notification.

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.

College Offices and Activities

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.

Noon Opening Class Schedule for Monday/Wednesday/Friday (College offices open at noon)

8 a.m., 9 a.m., 10 a.m., 11 a.m.

Cancelled

All other classes beginning at 12 noon or later

Held as normally scheduled

Noon Opening Class Schedule for Tuesday/Thursday (College offices open at noon)

8 a.m., 9:30 a.m., 11 a.m.

Cancelled

Monday, Wednesday, Friday Compressed Schedule (College offices open at 10 a.m.)

Regular Schedule

8:00 a.m.

9:00 a.m.

10:00 a.m.

11:00 a.m.

12:00 p.m.

1:00 p.m.

2:00 p.m.

Compressed Schedule

10:00 a.m. to 10:35 a.m.

10:45 a.m. to 11:20 a.m.

11:30 a.m. to 12:05 p.m.

12:15 p.m. to 12:50 p.m.

1:00 p.m. to 1:35 p.m.

1:45 p.m. to 2:20 p.m.

2:30 p.m. to 3:20 p.m.

All classes that begin at 3:30 p.m. or later are held as normally scheduled.

Tuesday, Thursday Compressed Schedule (College offices open at 10 a.m.)

Regular Schedule

8:00 a.m.

9:30 a.m.

11:00 a.m.

12:30 p.m.

2:00 p.m.

Compressed Schedule

10:00 a.m. to 10:50 a.m.

11:00 a.m. to 11:50 a.m.

12:00 p.m. to 12:50 p.m.

1:00 p.m. to 1:50 p.m.

2:00 p.m. to 3:15 p.m.

All classes that begin at 3:30 p.m. or later are held as normally scheduled.

ACADEMIC ADVISEMENT OFFICE

Mr. John Kratz, Director

Mulligan Physical Sciences Center, M-95

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 and Disability Services Coordinator, sheriyeach@kings.edu

Mr. Peter Charney, Tutorial Coordinator, petercharney@kings.edu

Mrs. Dawn Shedlarski, First-year Academic Studies Program Coordinator, dawnshedlarski@kings.edu

(570) 208-5841 Mulligan Physical Sciences Center Room 94

Telephone: (570) 208-5841

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 provides 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 strategy. 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 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
107 N. Franklin Street
Telephone: (570) 208-5900, ext. 5708
Email: donnadickinson@kings.edu

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, and math tutors
- Professional Learning Specialist (reading, writing, study skills)
- Counseling (academic, personal, financial, career)
- Peer mentors for our summer program students & Beginning Buddies for non-summer incoming first-year students
- Summer program offering 3-7 tuition-free credits (incoming first year and transfer students)
- Academic Year Faculty-staff mentors for a limited number of first-year students who apply and are selected
- Career planning/academic advisement
- Small groups/workshops 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 in the Center. Coaches' offices are 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	Noon - 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, soccer, baseball, 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
- Volleyball
- Wrestling

Women's Intercollegiate Athletics

- Basketball
- Cross Country

- Field Hockey
- Golf
- Ice Hockey
- Lacrosse
- Soccer
- Softball
- Swimming
- Tennis
- Track and Field
- Volleyball

Coed Intercollegiate Athletic

- Cheerleading
- ESports

Intramural Sports (Men and Women)

- Basketball
- Indoor Soccer
- Volleyball
- Yoga
- Corn hole

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 logbook 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 can bring one guest but must receive prior approval by applying for a guest pass. Guest pass request forms are in the athletic department administration office. Request forms must be submitted and approved 24 hours before using the facilities with a guest. King's students are responsible for their guest. Guests are not permitted to use facilities without the host student present.

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 always be accompanied and directly supervised 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

149 North Main Street
Telephone: (570) 208-8640

The King's College Campus Store is now on campus at 149 North Main Street, across from Scandlon Gym. Textbooks and course materials must be ordered on-line at kings.ecampus.com. We-ordering is available 24/7. Orders can be picked up in the store during business hours or shipped to home.

The bookstore, operated by eCampus, offers a variety of emblematic clothing and imprinted merchandise as well as school supplies. Merchandise orders may be placed by going online or in store. Visa, Master Card, Discover, American Express and PayPal are accepted in addition to King's Cash.

Regular business hours throughout the semester will be Monday through Friday, 9:00 a.m. to 5:00 p.m. The store will be open extended hours at the beginning and end of each semester, and for special events including orientation, athletic events, and open houses.

addition to King's Cash. Students should also consult the kings.ecampus.com website for information on:

- Digital Bookshelf
- Resale of textbooks
- Financial responsibility
- Rental returns

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 sell back books at any time during the semester. Students may resell books they have purchased from the College Bookstore or other vendors. 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

Ms. Janet Kobylski, Vice President for Business Affairs, CFO and Treasurer
Administration Building, First Floor
Telephone: (570) 208-5830

The Business Office is the billing and collection point for King's College. The office is primarily responsible for student account (billing, payments, collections, managing payment plans, processing student refunds & King's Cash). Each semester is billed separately. Student Billing statements that are received in July cover the Fall charges, December covers the Spring charges and May covers the Summer charges. Student Billing statements can also be viewed online through Self-service. Each semester's expenses must be paid in full by specified due date, which is prior to the beginning of each semester. If the full balance will be covered by financial aid, loans, third party payer or the payment plan, that will be accepted as paid in full. The office also processes all the college's organization's deposits.

The Business Office accepts the following forms of payment: cash, personal and certified checks, money order, wire transfer, and major credit cards (VISA, MasterCard, Discover, and American Express). A fine is imposed for any check returned to the college for insufficient funds. The office offers payment plan arrangements for a current balance through Nelnet. The Office also works with billing and payments of third-party companies. Students may receive a refund check, if receiving financial aid or loans that exceed what is owed the college beginning after drop/add. For more detailed information regarding costs, fees, acceptable payment information, please visit:

https://www.kings.edu/admissions/financial_aid/business_office

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

King's Cash Program

King's Cash is a program that allows a student's ID card to act as a debit card for purchases on campus and at select off-campus locations. 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.transactcampus.com/eAccounts>. This link may also be found on the My King's page, under Resources. 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. Students who allegedly violate this policy will be referred to the Student Affairs Office for disciplinary action. 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, Richard Abbas Alley Center for Health Sciences 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. Brogan Ryan, C.S.C., Director of Campus Ministry and College Chaplain

Rev. Russell McDougall, C.S.C., Associate Director of Campus Ministry

Campus Ministry Center

Corner of Jackson and North Franklin Streets

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 Taizé Prayer, Interfaith Prayer, Lucernarium, Evening Prayer, Eucharistic Adoration, Rosary, Praise and Worship, 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 Core Team, 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; Women of the Crown, Kingsmen, 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: 10:30 a.m. and 8:00 p.m.

CAREER PLANNING OFFICE

Dr. Christopher Sutzko, Director
Administration Building, Lower Level
Telephone: (570) 208-5874
Email: christophersutzko@kings.edu
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.

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 the Assistant Director for Internships.

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.

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. Job postings may be found at 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

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 Commuter Life Office in the Campus Activities suite 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 Council – Commuter Council 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 Commuter Life Office 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) 208-6054, Fax: (570) 208-5959
events@kings.edu

The Office of Conference and Event Services is here to assist you in planning your club or organization's event by scheduling meeting and fundraising locations, as well as catering services for your event. The office works closely with Security, IITS, and Facilities to coordinate your event and ensure everything goes smoothly. We also coordinate events for various community organizations, individuals looking to schedule a private family event, and non-profit groups. We look forward to working with you to plan your event.

CONTACT PERSONS FOR CAMPUS EVENTS/SPACES

All spaces on campus are scheduled through the Conference and Events Office at extension 6054 or 5807. Requests can also be sent to events@kings.edu or you may utilize the Room Request Form found on the King's website under Resources.

THE COUNSELING CENTER

Mr. Brian Cook, Director
Administration Building, Room 620
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 that one must navigate. Collectively, this can be overwhelming and difficult. 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 while pursuing their academic success. Services include an individualized identification of the student's needs. Based on these needs, supports are offered that may include short-term individual therapy, select group discussions; psychiatric consultation and related psychiatric services; 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 in Pennsylvania who are qualified to provide students with short-term, equitable, sensitive, and confidential support. Services are available to presently enrolled undergraduate students and full-time enrolled graduate students. Counseling services are provided in a comfortable and private office environment on campus at no out-of-pocket charge to the student. Upon consultation(s) with a student, should the counseling professional find that a student's specific mental health needs be better served by an outside provider, that student will be referred to an appropriate clinician in the surrounding area at the student's cost.

Additionally, for students that we service in the Counseling Center, we contract psychiatric services with a local independent psychiatry office so that on a bi-weekly schedule throughout the semester a psychiatric clinician comes

to the Counseling Center and sees students that need medication monitoring or interventions. This service also 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 programing, 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 a counselor if they are having trouble with any of the following common college student concerns or other concerns:

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

Counseling Center Hours of Operation: Monday through Friday: 8:30 am - 4:30 pm. Appointments can be made by calling 570-208-5873, stopping in, e-mailing counselingcenterstaff@kings.edu, or on the student web portal <https://kings.titaniumhwc.com/Hwc/>

- Walk-in consultations are reserved to discussing urgent matters at the Counseling Center. With this, students can come into the Counseling Center during regular business hours for urgent matters and will be consulted as soon as a counselor becomes available.
- Students can also utilize the Counseling Center's "Open Hours" where counselors are scheduled to take students on a walk-in basis for brief consultations.

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

- After hours or on weekends: students can contact Switchboard by calling (570) 208-5900 and ask to speak to the Professional-On-Call (POC), explaining there is an urgent matter that needs to be addressed. The POC can help to gauge the situation and will then contact the Counselor-On-Call (COC) for consultation and direction.
- When college offices are closed: Have someone transported to the Emergency Room of your local hospital, or, in Luzerne County, PA, contact the Crisis Response Recovery Center of NEPA at 570-552-3900 or HELPLINE at (570) 829-1341. Students can also contact the National Suicide Prevention Lifeline at 800-273-8255. 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

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. 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. Meal swipes may be used in Monarch Mart towards grab and go offerings. 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.

- 250 Block Plan plus \$300 Flex
- 225 Block Plan plus \$400 Flex
- 200 Block Plan plus \$450 Flex
- 125 Block Plan plus \$400 Flex
- 75 Block Plan plus \$125 Flex
- 30 Block Plan plus \$100 Flex

King's Court Dining

King's Court is located on the second floor of the Sheehy-Farmer Campus Center. 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 On-campus Restaurants

In addition to the King's Court Dining Hall, King's Dining has several on-campus restaurants that are available to students and guests. They are listed below. Please visit www.dineoncampus.com/kings for a more detailed description of these dining locations. Face coverings must always be worn except when seated and eating in all the on-campus restaurants.

- Susquehanna Place
- Connerton's Café
- 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

Dining Facilities Regulations

- Students must present their own valid ID card.
- Face coverings must always be worn except when seated and eating. Shoes and shirts must always be worn in all dining facilities.
- Six-foot social distancing must be observed in all on-campus dining facilities.
- 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) for any information 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 fifteen-dollar (\$15.00) 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 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) 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 and Susquehanna Place. 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. Prepackaged 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 two 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 your ID to King's Court, and tell the cashier you would like to use a guest meal to pay for their 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 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 their 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 their 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 Academic Success.

The Associate Vice President for Academic 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, Richard Abbas Alley Center for Health Sciences and O'Hara Hall

Alumni Hall, Flood Hall, Richard Abbas Alley Center for Health Sciences and O'Hara Hall contain student apartments designed for three to four students per unit. Alumni Hall, Flood Hall, Richard Abbas Alley Center for Health Sciences 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, Richard Abbas Alley Center for Health Sciences 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 student's 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.

Service Animals

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. King's College welcomes any visitor to use a Service Animal without prior notice.

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 certified to qualify as a Service Animal but must be at least six months old and housebroken. King's College considers an "animal in training" and its trainer to have the same rights and responsibilities as a person with a disability. Ask Disability Services Coordinator for a copy of the Service Animal in Training Policy for guidance. 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 in Training 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 their 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 their 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 animal's 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 for Attending Class without College Housing

It is recommended a person who will make use of a service animal in class(es) contact the College's Disabilities Services Coordinator at least five days prior to bringing the animal to campus to allow notice to faculty for planning purposes. The animal is permitted in class without this notice.

Procedures for College Housing

A person who will make use of a service animal in College housing must contact the College's Disabilities Services Coordinator or the Associate Dean of Students for Residence Life at least 20 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 an 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 their 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 the 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 and a yearly vet check. These records are maintained by Residence Life. 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 eight 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 and request other accommodations.

Appeals Procedure

King's College has established procedures to address student concerns when a student believes their rights under the Americans with Disabilities Act (ADA) are not being appropriately addressed. See Student Handbook under **Services for Student With Disabilities or the King's College website under Academic Skills Center Disability Grievance Procedure.**

¹Training of Service Animal Policy and Agreement

¹Students 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."

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 Service 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 20 working days (starting the day the student meets with the College's Disabilities Service 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.¹

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 has a 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 their obligations related to the contractual arrangement entered into with the agency or company from whom the dog has been procured;² and G) the student understands their responsibilities related to this policy.

Appeals Procedure

King's College has established procedures to address student concerns when a student believes their 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.

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.

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. Assistance/Emotional Support Animals are not required to be trained or certified by any entity as an Assistance Animal. 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

²Students 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.

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.

Each animal must be approved prior to arriving on campus. A student may not change an animal without prior approval through the Disability Services Coordinator. Dogs and cats must be house broken and at least 6 months old. Venomous and other life-threatening animals 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 and request an application.
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
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.
4. Before the animal arrives on campus, the Partner must provide Associate Dean of Students or Associate Director of Residence Life a signed roommate agreement if currently living with a peer(s), emergency contact information, proof of vaccinations (as required for the specific animal), proof of yearly vet check (all animals), and licenses (as required for the specific animal)

King's College within 20 working days (starting the day documentation of the disability is received) will carry out its due diligence of reviewing information and determining eligibility.

This documentation includes but is not limited to:

- a. demonstrating a relationship between a qualified professional and the Partner
- b. statement the Partner qualifies as a person with a disability and the substantial functional limitations of the Partner
- c. demonstration of a relationship btw the disability and the need for the animal
- d. demonstration that the animal will mitigate those limitations.
- e. a professional opinion that care of the animal would most likely not add undue burden or stress for the Partner

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 a health 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 or in an enclosure and remain under control in close proximity to the Partner, whenever the animal is outside the Partner's room. To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environments.

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. Partners are responsible for providing their own cleaning supplies and should not use common restrooms or kitchens to clean the animal, or any equipment related to the animal. Arrangements should be made with Facilities, should access to a sink and water be required.

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 in outdoor bins; 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 indoor/outdoor 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. Animals cannot be left overnight in the care of another resident student. In the event that the Partner is going to be absent overnight, they must be accompanied by the Animal, or arrangements must be made for the Animal to stay with someone who does not reside in College owned housing. Partners are required to select an emergency contact for the animal, someone who does not reside in King's College housing. In the event of an emergency involving the Partner, the College will notify the emergency contact, who will be required to come to campus to collect the Animal within an amount of time determined by the College based on the individual circumstance. The emergency contact's information will be stored with Residence Life, and any changes should be immediately updated. The student will be required to pay if any cost is incurred for care of an animal while the student is off 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) the animal is not housebroken. It is the owner's responsibility to ensure that the animal is contained while the partner is not present. Precautions should be made in case of room entry by Facilities, Security or Residence Life Staff. The College is not liable should the animal escape during these times of entry. If an animal accidentally escapes its cage or student's residence and cannot be accounted for, the student MUST inform Residence Life staff immediately.

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. This includes any cleaning or treatments related to the presence of fleas, ticks or other pests.

Leash and Clean-Up: The animal must be on a leash at all times. Animals are not permitted to be loose or run at large. If an animal is found without its partner, the animal is subject to capture and confinement, at the expense of the student. The handler must always carry equipment to clean up animal waste. Waste must be disposed of in a trash can located on the exterior of any campus buildings. Indoor trash cans are not to be used for the disposal of waste.

Dog/Cat County Tags: All Assistance Animals must meet tag requirements of Luzerne County or county of residence and wear those 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 veterinarian recommended vaccinations and a yearly vet check. These records are maintained by the Residence Life Office. If the health or hygiene of an Assistance 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.

Emergency Situations

In case of an emergency or evacuation, EMS/Security will determine if it is safe to remove an animal left inside a building. In some cases, it may necessitate leaving the animal behind in certain emergency evacuation situations. If an animal accidentally escapes its cage or student's residence and cannot be accounted for, the student MUST inform Residence Life staff immediately.

Removal of an Assistance Animal from College Owned Housing or Campus

There are instances when an animal is not appropriate as an ESA. Animals that engage in aggressive or threatening behavior such as but not limited to growling/biting or other aggressive action will be required to leave the campus immediately. A review will follow to determine if return to campus is reasonable. The Partner of an Assistance Animal is expected to report such incidents to the Residence Life Staff. Other unruly or disruptive behavior, such as but not limited to excessive noises, wandering unrestrained, making unwanted contact with others, will go through a process of warning and review. 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 behavior is under control. An excessively unclean or unkempt Assistance Animal or cage 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 their 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 and request other accommodations as needed.

Appeals Procedure

King's College has established procedures to address student concerns when a student believes their rights are not being appropriately addressed see Student Handbook under Services for Students With Disabilities.

Appendix for caged animals:

Caged animals such as rodents, guinea pigs, hamsters, rats, rabbits, and other:

- Always wash hands thoroughly after touching the animal or cleaning the cage.
- Do not allow others to kiss, nuzzle, or hold the animal near their face. This can startle your animal and lead to scratches or biting behaviors.
- Cages/enclosures must be properly secured shut and sitting on a sturdy surface.
- Keep animal supplies and cage out of the kitchen or other areas where food is prepared or open.
- The animal should not be permitted to walk on shared property, such as furniture.
- Clean and disinfect habitats and supplies outside the residence hall/apartment whenever possible. If cleaning indoors, it must be done in a private living area such as a bedroom and with windows open for ventilation when able. Never clean in a kitchen or area where food or food prep supplies are nearby.
- Disinfect the area immediately after a habitat cleaning.
- Habitat waste needs to be disposed of in an outdoor garbage bin or dumpster.
- Seek medical attention if any human is bit or scratched.

See the website written by the Centers for Disease Control and Prevention under Pet Rodents for additional recommendations.

ASPCA handouts

https://www.asPCA.org/sites/default/files/rat_care.pdf

https://www.asPCA.org/sites/default/files/upload/images/mouse_edu.pdf

https://www.asPCA.org/sites/default/files/upload/images/gerbil_care_edu.pdf

EXPERIENCING THE ARTS

Student Affairs Office
Rev. John J. Lane, C.S.C., House
Telephone: 570-208-5875
Fax: (570) 208-6023
Email: 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 Champion 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 M. Menghini, Associate Vice President of Enrollment Management & Director of Financial Aid
Administration Building, Room 108
Telephone: (570) 208-5868

The Financial Aid Office provides scholarship, grant, loan, and federal work study 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 federal work study 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. Each year students must complete their "Annual Student Loan Acknowledgement" through studentaid.gov by signing into their account with their FSA ID and FSA Password. 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.

HOLY CROSS EXPERIENCE (HCE 101)

Mr. Sean Cryan, HCE 101 Coordinator
Campus Activities Suite
Sheehy-Farmer Campus Center
Telephone: (570) 208-5802, Fax: (570) 208-6013
Email: seancryan@kings.edu

All first-year students who begin their undergraduate experience at King's are required to complete the Holy Cross Experience seminar to be eligible for graduation from the College. A faculty member or professional staff member and a student leader teach the seminar.

HCE101 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 an on-line drug and alcohol and sexual violence module and active participation in all HCE 101 sessions is required to complete the class. This is a graded, one-credit course.

Purpose of the HCE 101:

The Holy Cross Experience course introduces first-year students to the essential elements and foundations of a King's College education. HCE 101 focuses on the concept of the "Vocation of a Student" with an eye toward a "Vocation for Life." To understand and actively engage what it means to be a student at King's provides a strong foundation for a student's future vocation. By vocation King's does not mean simply a career trajectory, but a life trajectory. The foundational questions of who I am, what type of person do I desire to be, and to what values, beliefs or causes will I dedicate my life form the horizon for engagement in this course.

The Holy Cross Experience course is an introduction to the mission and history of King's, and an exploration of the practices and habits that enable academic success, personal growth, ethical decision making, and positive social engagement.

The course helps students transition to the demands and unique opportunities of college life and to understand the liberal arts foundation of a King's College education. It provides an immediate connection to other first-year students in an environment marked by mutual support and frank and honest conversation about college success.

Learning Objectives for the Holy Cross Experience: HCE 101

At the completion of the HCE course, the student will be able to:

- I. *Formulate a first-year student success plan based on the identification and understanding of the student's strengths and weaknesses*
 - Describe key study and time management strategies for personal academic success
 - Describe healthy patterns of social interaction and engagement that will contribute to personal growth
 - Express the impact of cultural and intellectual extra-curricular engagement upon the student's liberal arts education
 - Navigate the on-line registration process following consultation with the advisor
- II. *Apply the concept of vocation to their life as a student and career or life goals*
 - Explain key issues of vocational discernment including self-knowledge, skills and competencies, and spirituality
 - Develop strategies to enhance positive character traits and to improve less developed character traits
 - Articulate strategies for engaging issues of diversity and inclusion on campus
 - Compare the goals for graduates articulated in the College's Mission Statement with present involvements and goals
- III. *Formulate a personal mission statement utilizing the key concepts of education in the Holy Cross tradition (transformation, zeal, community, and hope)*
 - Explain the key elements that describe the mission and identity of King's College as a Catholic college in the Holy Cross Tradition
 - Describe the impact of volunteer service on their understanding of the purpose of liberal arts, Catholic education
 - Describe foundational spiritual practices (prayer, meditation, mindfulness, reading sacred texts, etc.) and their impact on the student's sense of purpose and meaning
- IV. *Apply a strategy for moral decision making to concrete situations related to academic, personal, or social contexts*
 - Formulate a strategy for bystander intervention in a situation involving harassment
 - Analyze the components of the process involved in moral decision-making
 - Recognize academically dishonest behaviors and explain the King's College policy on academic integrity
 - Design a personal wellness strategy that includes matters of physical, psychological, and spiritual health
 - Formulate a practical plan to prevent poor decision-making regarding issues of alcohol, drugs, or sexual harassment/misconduct

- Identify sound decisions regarding financial obligations and post-graduate financial responsibility

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 Office of Study Abroad 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

Mrs. Kelly Lettieri, Director of International Student Services
Telephone: (570) 208-5897
Email: kellylettieri@kings.edu

Mrs. Gina Oatridge, Coordinator of International Student Services
Telephone: (570) 208-5864
Email: ginaoatridge@kings.edu

Ms. Diana Hoover, Administrative Assistant/Receptionist
Telephone: (570) 208-8366
Email: dianahoover@kings.edu

107 N. Franklin Street
1st Floor
Email: internationalservices@kings.edu
Fax: (570) 208-8027

Mission Statement

The Office of International Student Services enhances the academic experience of international students by providing the highest levels of knowledge and expertise in advising, immigration services, advocacy, and programming. The Office actively promotes international and intercultural understanding and seeks to enrich the academic and cultural environment of King's College.

To accomplish this mission, the International Student Services Office offers the following support services:

- Academic and non-academic advising for international students
- Assistance with non-immigrant visa documentation and compliance
- Orientation and acclimation programs for international students
- Training and support for campus faculty and staff
-
- Liaison and assistance between international students, faculty, and staff

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 Shoval 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.

Holy Cross Experience Co-Leaders: Upper-class students serve as co-leaders for the HCE101: Holy Cross Experience course.

D. LEONARD CORGAN LIBRARY

Mr. David Schappert
Director of the Library
Telephone: (570) 208-5944

The primary purpose of the D. Leonard Corgan Library is to provide information and information services for students, faculty, and staff in an environment that encourages learning and critical inquiry. The library faculty and staff strive to provide resources and services that support the curriculum and independent study. Our library instruction supports not only the acquisition of specific knowledge but also the development of critical thinking and information literacy so our students can be increasingly sophisticated in their use of information throughout their careers. The library provides students and faculty with an online catalog and access to databases. The building has cubicles for single person studying, several group study rooms with mounted whiteboards, and over 60 computers with printing capability.

Hours

The library building is typically open to current King's students 24/7/365 for study. During the academic year, library circulation 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.....12:00 p.m. - 7:00 p.m.
Sunday.....11:00 a.m. - 11:00 p.m.

Exceptions to library hours will be posted at the library's entrance and in the library social media venues.

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:

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 reference assistance when a librarian is not present, please consult the online research guides or email 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

Any items 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 and ship 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; faxing and scanning are free of charge.

MULTICULTURAL AND INTERNATIONAL STUDENT PROGRAMS

Mrs. Jasmine Giddings, Director of Multicultural and International Student Programs,
Campus Activities Suite, Room 103D, Sheehy-Farmer Campus Center
Telephone: (570) 208-5898, Fax: (570) 208-6013
Email: jasminegiddings@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, Second 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 students 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, Room 103F
Sheehy-Farmer Campus Center
Telephone: (570) 208-5802, Fax: (570) 208-6013
Email: campusactivities@kings.edu

Mission Statement

New Student Orientation held in August and January 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 HCE 101: Holy Cross Experience course.

To achieve its Mission:

- *The New Student Orientation program will collaborate with other institutional departments 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. There is a summer orientation and fall orientation for all new students.*
- *All new students participate in community service and reflection as part of New Student Orientation and HCE 101*

during fall orientation.

- 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. New students entering in January will take HCE 101 in the spring semester.

OFF-CAMPUS STUDENT SERVICES

Associate Vice President for Student Affairs and Dean of Students Office:

Rev. John J. Lane, C.S.C., House,
166 North Franklin Street,
Telephone: (570) 208-5875, Fax: (570) 208-6023
Email: 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. Stephen Kopenis, Investigations Director

Telephone: (570) 208-5965

Mr. Nicholas Gushka, Operations Director

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 dedicated to be 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 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 Washington Streets Lot EE:
Monday through Friday 7:00 a.m. to 10:00 p.m.
- Penn Lot located at 169 North Pennsylvania Blvd. No overnight parking
- Times Leader Lot located at Rear 15 North Main Street. No overnight parking.

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.
- Richard Abbas Alley Center for Health Sciences 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 Street, Penn Lot, Times Leader Lot)
• Alumni Parking Lot	\$350.00
• Flood Parking Lot	\$350.00
• North Washington Lot	\$350.00
• Richard Abbas Alley Center for Health Sciences 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.

• Accessible 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 accessible 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 Executive Director of Safety and Security at (570) 208-8103

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; Ext. 8058)
Mrs. Maura Modrovsky - SERVE and Community-Based Work-Study Coordinator
Email: mauramodrovsky@kings.edu; Ext. 5915
Ms. Kelly Gibbons- Community Outreach and Social Justice Programs Coordinator
Email: kellygibbons@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 is located in 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; Summer International 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, spring, and summer 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, Washington, North East India, and Uganda.

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

STUDENT HEALTH CENTER

Mrs. JoAnn Kosik, MHA, PA-C, Director
Email: joannkosik@kings.edu

Mrs. Nancy Bellas, R.N.
Email: 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. This 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, psychosocial, 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.

As emerging adults, learning self-care is a critical part of our students’ health and wellness experience. For many students, this is the first time that their parent or guardian is not present when they feel sick or overwhelmed. Our providers are here to care for our students when their parent or guardian is not in-house so letting go is just a little easier. Student health is our passion.

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. Visits will occur BY APPOINTMENT ONLY by calling the Student Health Center. A phone triage will occur, and students will be scheduled for a face-to-face or telehealth visit depending on the circumstance. No walk-ins will be permitted. 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 care visits. We provide convenient and frequent follow-up visits, re-evaluation when patients are not better, and phone, in-person, and telehealth monitoring by health center professionals. We are an adjunct to the counseling center and are available to see patients with acute anxiety and

panic attacks. Proper referral to outside providers is made when needed and every effort to find providers in network with the student's outside insurance is made. The student health clinicians and campus wide Wellness Committee provide outreach, consultation, and educational programs, activities and events for students, faculty and staff.

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 initial matriculation at the college) prior to consultation or being seen by a student health center provider. To assure timely care of our students, however, we will provide a one-time professional courtesy sick visit or injury assessment for students who do not have the requirements on file until they are able to get the proper outside care. Any student can contact the Student Health Center for guidance on any health-related matter at any time.

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 receive the meningitis vaccine over the age of 16 or sign a waiver indicating they have been informed about meningococcal disease and the meningococcal vaccine and have chosen to forego immunization in accordance with Pennsylvania law.

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.

Student health center services are covered as part of the Wellness Fee assessed to all resident students. Over the counter and prescription medication ordered by our health care providers are included. 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.

OFFICE OF STUDY ABROAD

Mrs. Margaret Kowalsky, Director

112 North Franklin Street

Email: margaretkowalsky@kings.edu

Telephone: (570) 208-5986

https://www.kings.edu/academics/special_programs/study_abroad

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 Office of Study Abroad supports the development of knowledge, skills, and attitudes needed to live and work successfully in the global community. The Office of Study Abroad is committed to integrating the study abroad experience into the core and major curricula through collaboration with academic departments and administrative offices. We also bring the world to campus via innovative virtual programs and on-campus collaborations.

The opportunity to study or intern abroad on a short-term faculty-led study abroad program or 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 Office of Study Abroad assists King's College students in learning about study abroad and virtual program. Programs are offered by King's College, through affiliated program providers, and through 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

Mr. Jamar Thigpen, 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

“In the end, we will remember not the words of our enemies, but the silence of our friends.” Martin Luther King, Jr.

Dr. Brian Williams
Academic Integrity Officer
Email: 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 do not get into trouble does not 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 HCE 101: Holy Cross Experience, ENGL 110, 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 HCE 101: Holy Cross Experience and ENGL 110 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 be 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 is 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 does not 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, is not for them—and so, maybe it is not for you.

Is It a Victimless Crime?

Cheating is sometimes regarded as a victimless crime. But this simply is not 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 wonder 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 them self. Take the long view. If you get a college degree, you should take significant pride in it. It is 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 HCE 101: Holy Cross Experience and ENGL 110 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 and Dean of the Students.

Students of King’s College who have not taken nor are required to take HCE 101 or ENGL 100, 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 HCE 101: Holy Cross Experience and ENGL 110.

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 an 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 students.
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 and Dean of Students (AVPSA); 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 and 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 students 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.

_____/_____
(Signature) / (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 provide 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, 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, off campus 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 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. Christian Hernandez, President

Mr. Michael Mecadon, Vice President

Ms. Vivian Williams, Secretary

Ms. Maddie Lewis, Treasurer

Ms. Tiffany Guerrero, Chief of Staff

Sheehy-Farmer Campus Center Campus Activities Suite, 103A

Telephone: (570) 208-5857 Fax: (570) 208-6013

Email: studentgovt@kings.edu

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.

Anime Club

The King's College Anime Club was created to cultivate a community in which fans of Japanese culture and animation can meet and discuss their hobby. Regular meetings give members an opportunity to view plenty of new shows and make new friends while doing it! It is a small, welcoming community of open-minded fans always looking for fresh faces to join. No matter your level of experience or interest, all are welcome!

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 Champion Society (English/Writing Club)

Champion 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. Champion 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.

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.

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 that fosters professional development as future teachers collaborate 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.

Engineering and Physics Club

The Engineering and Physics Club offers a supportive environment for science, math, and engineering majors to receive help in their studies and provides a network of students dedicated to success. Not only is the club an important resource for coursework, but it is also a resource for research and internship connections. The club meets biweekly and attends a few ASHRAE networking events each semester. These events offer the opportunity to learn from the job experiences of professionals currently in the field of engineering, make potential employment connections, and to learn about current developments in the field.

Additionally, the club participates in different engineering competitions throughout the year both within the club and with other colleges and institutions. The club actively offers students the support system for developing an on-campus engineering project that any student may want to create to serve the campus or the community. Members continually have the opportunity to share their ideas to improve the club and gain experience in various fields of engineering.

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.

Gay-Straight Alliance (GSA)

The Gay-Straight Alliance is a gender and sexuality diversity organization at King's College. The GSA consists of a group of dedicated individuals who seek to foster awareness, understanding, and acceptance of the many issues facing the LGBTQ community. While this is our primary goal, we also maintain other important objectives such as the continuation of a "safe" environment free of bias through educating the campus community in understanding the complexities of sexual orientation-identification. In addition, we aim to unite the campus community by various means of proactive events such as open discussions of LGBTQ issues within the campus and surrounding community.

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.

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.

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.

Model United Nations Club

The Model United Nations is a club that allows students to learn about the world around them while practicing the skills of diplomacy, speech writing, and communication. Every year students who participate in the UN, travel to conferences worldwide to showcase their work. There they meet new people and see the world. Students have been in conferences at the UN headquarters in New York City, and Erfurt, Germany with plans of Japan coming up soon. If you want to learn about the world and make new friends, come join the Model UN club today!

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 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 Master of Science in Physician Assistant Studies degree.

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 regard 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.

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, fundraisers, 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.

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 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 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/organizations 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 are 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

Mrs. Megan Casey, Associate Dean of Students for Residence Life
Mr. Steven Matusiewicz, Associate Director, College Apartments
Mr. Jamar Thigpen, Hall Director
Sheehy-Farmer Campus Center, Main Level Telephone: (570) 208-5856,
Fax: (570) 208-6013
Email: 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 and as a Title IX 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 the housing lottery process, as well as staff training opportunities. The Associate Director is also a Title IX hearing officer.

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/Priests 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 support 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 Desk

The main desks of Richard Abbas Alley Center for Health Sciences, 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, and staff each desk 24 hours a day, 7 days a week, while classes are in session. Comfortable furnishings make the lobbies of Esseff and Holy Cross Halls and the Alley Center pleasant places for visitors to wait, or for students to meet. Vending machines are located either in the lobby or on residential floors.

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, unless removal is part of a medical accommodation, as determined by the Academic Skills Center

Laundry

Laundry rooms are 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 Richard Abbas Alley Center for Health Sciences, 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. The cost for laundry is \$1.00 per wash and \$1.00 dry. Off-campus students are not permitted to use the laundry facilities in College residence halls and apartments.

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 Animal 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 or access 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 all residential buildings. 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 hall 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

- 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 trashcans.
- The use or possession of candles, incense, space heaters, hot plates, 3-D printers, 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 censure 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 or in the cul-de-sac behind the building

Richard Abbas Alley Center for Health Sciences – rear of parking lot or in front of the building on Public Square

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 their departure, once the guest signs out of the building. 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.

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, Flood Hall, Alumni Hall, O'Hara Hall, Richard Abbas Alley Center for Health Sciences 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. If a student loses their ID card, or the ID card does not function correctly, the student should contact the Office of Residence Life immediately.

Holy Cross Hall, Esseff Hall, Luksic Hall, Richard Abbas Alley Center for Health Sciences and O'Hara Hall - Elevator and First Floor Access

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 building's basement. 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.

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. Any changes to this policy because of COVID-19 will be announced to students prior to the start of the fall 2021 semester.

HOUSING CONTRACTS

Residency 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 of 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 housing packet, and a \$150.00 damage deposit are required. The \$150.00 damage deposit stays with the student until they graduate or 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. All graduate students who live on campus must be registered for a full-time course load. Students enrolled in certificate and non-degree seeking programs will only be provided housing as availability permits.

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 with 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. Decisions to approve single room requests will not be made until August.

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 (i.e., 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 20, 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.

Alumni Hall, Flood Hall, Richard Abbas Alley Center for Health Sciences, and O'Hara Hall Contracts

Alumni Hall, Flood Hall, O'Hara Hall, and the Alley Center for Health Sciences 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, except for the December 23 - January 3 break. You will need to register with the Residence Life Office in advance.

Cancellation of Contracts – Alumni Hall, Flood Hall, Richard Abbas Alley Center for Health Sciences, and O'Hara Hall

Any cancellation of Alumni, Flood, Richard Abbas Alley Center for Health Sciences, 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.

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 always have these keys with them. If a student loses their assigned room key, they should report it to Residence Life within 72 hours.

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. A \$5.00 usage fee is 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 Richard Abbas Alley Center for Health Sciences. Students may not waive the re-core or re-core fee. 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 members 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. 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. 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.

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.

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, the 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 will be submitted to Residence Life by the Athletics Office.
- All other students are to make their request by completing a break housing form at least two days in advance with the Office of Residence Life, through their online student portal.

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 of 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 23 – January 3 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 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.
 - 6. Resident students must follow all policies regarding room and apartment capacity, mask wearing and other requirements to mitigate the spread of disease as issued by the Associate Dean of Students or designee.
- 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, 3-D printers, 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 or throw 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. Guests must be at least 13 years of age and cannot stay more than two consecutive nights.
- K. King's prohibits throwing objects (including sports equipment) and playing physical games in hallways or lounges.
- L. Students must attend all posted building/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 building/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, 3-D printers 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, Richard Abbas Alley Center for Health Sciences 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 and health/safety 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 – Please see policy under Student Regulations, Rights and College Policies

King's College is fully committed to maintaining a work environment that supports health and wellness. Consequently, the College prohibits smoking and the use of tobacco products. Smoking is defined as the burning of a cigarette, cigar, pipe, e-cigarette, vape 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.

VISITATION POLICY

Esseff Hall, Holy Cross Hall, and Luksic Hall

Coeducation allows students 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 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 Student Affairs. The following hours of visitation have been approved:
 - i. Sunday through Thursday 10 a.m. to midnight
 - ii. 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 accessible 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. The guest must be at least 13 years old and cannot stay more than two consecutive nights.
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 non-residents of the hall may stay in the lobby.
7. 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. Any changes to this policy because of COVID-19 will be announced to students prior to the start of the fall 2021 semester.
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

TECHNOLOGY - ACADEMIC AND INSTRUCTIONAL SERVICES

Mr. Paul Moran, Associate Vice President – IITS / CIO
Program Director Computer Information Systems
and Instructional Technology Services
McGowan, Third Floor
Hafey-Marian Hall, Sixth 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
- 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

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 minicomputers 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:

1. 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
Title IX Coordinator
Rev. John J. Lane, C.S.C., House
Telephone: (570) 208-5875, Fax (570) 208-6023
Email: robertmcgonigle@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 students 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 at 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 to conduct hearings for off-campus incidents. Cases involving Sexual Harassment, including sexual assault and sexual harassment, are subject to the Sexual Harassment (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 when the informal disposition process is used determines 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 Harassment 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.

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.1)
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 requests 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 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 workdays 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 Appeal Officer. 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 by the accused student to the Vice President for Student Affairs or designee. (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 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 ensure 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 clearly identifying 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 requests 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 designee 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 are 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 requests 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.

Recommended Minimum Sanctions

The table includes recommended minimum sanctions for most violations of the Student Code of Conduct. The Administrative Hearing Officer, Student Conduct Panel and Appeal Officer have the discretion to adjust the sanctions when there are multiple offenses, consideration of the student's prior disciplinary record and for offenses not listed in the table. Other sanctions may be issued, including but not limited to, counseling, alcohol and/or drug education, alcohol or drug counseling treatment, educational programs, community service, and restitution. All costs for alcohol and drug assessment, drug testing, off campus counseling and transportation are paid by the student. College housing fees, deposit, meal plans and tuition refunds for students suspended or dismissed from the College or College housing follow the College's refund policy. Parental/Guardian notification takes place for all cases when the sanction includes disciplinary probation and/or for violations involving the use, possession, sale, or items related to alcohol and drugs.

Section	Brief Description	First Offense	Second Offense
Academic Integrity	Cheating, plagiarism, etc.	See Academic Integrity Policy	See Academic Integrity Policy
Disorderly Conduct	General disorderly	Censure and \$50.00 to \$100.00 fine	Probation, \$100 fine, counseling
Disorderly Conduct	Fighting, assault	Probation or Suspension, \$125.00 fine	Suspension one year
Disorderly Conduct	Harassment	Censure or probation, \$75.00 fine	Probation or suspension, \$150.00 fine
Disorderly Conduct	Lewd behavior	Censure, \$75.00 fine, restitution	Probation, \$150.00 fine, restitution
Fire Safety and Emergencies	Tampering, stealing fire equipment	Probation, \$200.00 fine, restitution	Suspension one year, restitution
Fire Safety and Emergencies	Setting or causing a fire/smoke	Probation or suspension, \$125.00 fine, restitution for college and personal property, \$150.00 fire department fee	Suspension, \$200.00 fine, restitution for college and personal property, \$150.00 fire department fee
Fire Safety and Emergencies	Failure to leave when fire alarm sounds	Censure, \$50.00 fine	Probation, \$150.00 fine
Fire Safety and Emergencies	Possession or use of fireworks	Censure, \$50.00 fine, if used probation and \$100.00 fine	Probation, \$150.00 fine
Fire Safety and Emergencies	Removing or tampering with posted fire instructions/signs	Censure, \$50.00, restitution	Probation, \$100.00 fine, restitution
Fire Safety and Emergencies	Setting off the sprinkler system	Probation, \$200.00 fine, restitution for cleanup and damage to college and personal property, \$150.00 fire department fee	Suspension, \$200.00 fine, restitution for cleanup and damage to college and personal property, \$150.00 fire department fee
Alcohol and Other Drugs	Underage use, presence, or possession of alcohol	Censure, \$75.00 fine, parental notification	Probation, \$125.00 fine, weekend alcohol education program, parental notification

Alcohol and Other Drugs (regardless of age)	Intoxication or under the influence of alcohol or drugs, medical treatment	Probation \$100.00 fine, weekend alcohol education program, parental notification	Probation, \$150.00 fine, allow assessment/treatment, parental notification
Alcohol and Other Drugs	Unlawful possession of drugs	Marijuana (small amount): probation with parental notification, \$250.00 fine, drug assessment/treatment, drug testing. Larger amounts suspension and treatment	Dismissal
Alcohol and Other Drugs	Drug sales, providing drugs to others	Suspension one year	Dismissal
Alcohol and Other Drugs	Furnishing alcohol to underage person	Probation, parental notification, \$150.00 fine per person underage	Probation, parental notification, \$300.00 fine per person underage
Alcohol and Other Drugs	Common container, kegs, punch bowls	Probation, \$150.00 fine	Probation, \$400.00 fine
Alcohol and Other Drugs	Possession of drug paraphernalia	Probation, parental notification, \$100.00 fine, drug assessment/treatment, drug testing	Suspension one year
Alcohol and Other Drugs	Presence when drugs are used	Probation, parental notification, \$125.00 fine	Probation, parental notification, \$250.00 fine
Alcohol and Other Drugs	Possession of drinking game materials	Censure, \$50.00 fine	Probation \$75.00 fine
Alcohol and Other Drugs	Alcohol/caffeine drinks, bath salts, synthetic marijuana	Probation, parental notification, \$100.00 fine, drug assessment/treatment	Suspension one year
Alcohol and Other Drugs	Items related to drug sales	Probation, parental notification, \$250.00 fine. drug assessment/treatment, drug testing	Dismissal
Alcohol and Other Drugs, students who are over 21 years of age	Open container in public, alcohol exceeding what is permitted	Censure, \$75.00 fine	Probation, \$150.00 fine
Theft	Stealing on or off campus, textbooks, library materials, street signs	Probation, \$100.00 fine, restitution	Suspension one year
Falsification of college records, misrepresent on or off campus	Providing false information on college records, altering records, hindering or misleading an official, misrepresent in competitions/contest	Probation, \$100.00 fine	Suspension
Student identification or government ID card	Lending College ID or government issued ID to another person, failure present ID upon request	Censure or probation, \$75.00 fine	Probation, \$150.00 fine
Damage to property	Damage to any property, belonging to anyone on or off campus, College property	Probation, \$100.00 fine, restitution	Probation or suspension, fine and restitution
Failure to follow a directive	Failure to follow a directive issued by the Student Affairs Office	Probation, \$100.00 fine	Probation or suspension, fine

Firearms, weapons	Possession of weapons on campus, storing weapons, concealed weapons, or safety devices	Probation or suspension, \$100.00 fine, forfeit weapon	Suspension
Firearms, weapons	Explosive items or materials possession or use	Probation or suspension, \$200.00 fine	Suspension
College Housing Policies	Quiet hours	Censure, \$25.00 fine	Censure, \$50.00 fine
College Housing Policies	Visitation	Censure, \$50.00 fine if less than 1 hours, over an hour \$100.00 fine	Probation, \$100.00 fine
College Housing Policies	Escort policy, failure to attend floor meeting	Censure, \$25.00 fine	Censure, \$25.00 fine
College Housing Policies	Possession of candles live trees, aquariums, lounge furniture in student rooms, removing window screen, failure to follow room change or register guests, opening or closing instructions	Censure, \$25.00 fine	Censure, \$50.00 to \$100.00 fine
College Housing Policies	Tampering with elevators	Probation, \$150.00 fine, restitution	Suspension
College Housing Policies	Items or liquids thrown from window	Probation, \$75.00 fine, restitution, cleanup cost	Suspension
College Housing Policies	Tampering with internet, Wi-Fi, TV cable, telephone lines, cable, or equipment	Probation, \$50.00 fine, restitution	Suspension
College Housing Policies	Fire Safety	See fire safety section	Probation or suspension
College Housing Policies	Hindering the ability for a person to enter or leave a room	Probation, \$50.00 fine	Probation or suspension
Sexual Misconduct and Sexual Harassment	See sexual harassment policy		
Off Campus behavior	Adhere to the College Code of Conduct and policies off campus	Censure, \$75.00 fine, nuisance property classification	Probation, \$150.00 fine, nuisance housing policy may apply
Off Campus behavior	Dropping an item or liquid from a window or roof	Probation, \$75.00 fine, restitution for cleanup and damages	Suspension
Off Campus behavior	Physical assault, fighting	Probation or suspension, \$200.00 fine	Suspension or dismissal
Off Campus behavior	Responsible for guests off campus	Censure or probation, \$75.00 fine	Probation or suspension, and fine
Off Campus behavior	Littering or improper disposal of trash	Censure, \$100.00 fine	Probation, \$200.00 fine
Follow local, Commonwealth and federal law	Students cited, arrested, or charged by a government authority is prohibited.	Sanctions based on the offense.	
Shared Responsibility	Shared responsibility	Increased sanctions	Increased sanctions

Guest Responsibility	Responsible for non-student guests or identified persons	Increased sanctions	Increased sanctions
Smoking/ Tobacco, Vaping	Any use of tobacco, vaping on campus	Censure, \$25.00 fine	Disciplinary probation and \$75.00 fine, 3 rd Suspension and \$100.00 fine

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 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. 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 will not misrepresent themselves or their work to others on or off campus including but not limited competitions, presentations, employment, or other activities.
- 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 license or state ID card, Passport, Government, employment) of any type.
- I. Assisting another student in cheating, providing false information, hindering a college official or investigation.

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:

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|---------------------------------------------------------------|----------------------|--------------------------|-------------------------|
| • aerosol mace, CN or CS | • blades over 4" | • hunting knives | • pistols |
| • ammunition or other similar items used for hunting or sport | • blank guns/pistols | • knives | • rifles |
| • arrows | • bows | • kubotans | • slap gloves |
| • batons | • brass knuckles | • martial arts equipment | • slapjacks |
| • bb guns | • crossbows | • nightsticks | • slingshots |
| • billy clubs | • decorative blades | • paint ball guns | • sport blades |
| • blackjacks | • firearms | • pellet guns | • starter guns/ pistols |
| | | | • switchblades |

- 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.

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 accessible 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, 3-D printers, kerosene lamps, exposed heating elements (i.e., hot plates and toaster ovens), 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 or make holes in window screens. Students may not drop any item, 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 building/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 building/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. Causing false alarms including, but not limited to, fire alarms, bomb threats, or any false emergency.
 - 6. 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, 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 Antihazing, 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 Harassment (see Sexual Harassment Policy for Definitions and Adjudication 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 regarding 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 countries laws to the Office of Student Affairs within forty-eight (48) 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, explicitly or implicitly, invited by the Student. The guest must be 13 years old and cannot stay more than two consecutive nights.
 - 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 enroute 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 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 harassment/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 handstamp 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.

ANTI-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, and club sports 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.***

A student cannot voluntarily participate or consent in hazing or any related activity. The actions by members of the organization including current or former students, alumni, advisors, coaches, or staff associated with the group are covered under this law.

The College supports and adheres to the laws of the Commonwealth regarding hazing, including the *Timothy J. Piazza Anti-Hazing Law* signed into law in late October 2018.

Pledging is defined as any activity or program conducted on or off campus that a prospective member, applicant or pledge completes prior to becoming a member of the organization.

King's College further 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. Any action that violates federal or state law
2. (Endured) brutality of a mental nature, including activities adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or activity resulting in extreme embarrassment
3. Requirement to perform activities of a sexual nature
4. (Endured) activity that creates a reasonable likelihood of a bodily injury
5. Underage consumption of alcohol or illegal drugs
6. Transportation of a student against one's will
7. The marking or branding of a student
8. Hindrance of a student from fulfilling academic responsibilities
9. Requirement of a student to eat or drink against the student's will
10. Request or requirement of a student to perform personal service or acts of servitude
11. Paddling or striking in any manner
12. Hindrance of a student from practicing personal hygiene
13. Action(s) resulting in a student to be indecently exposed

14. Requirement of a student to dress or act in a manner causing ridicule or humiliation
15. Requirement of calisthenics, runs, or other physical activity

Commonwealth law includes a safe harbor that provides protection from criminal prosecution to individuals who make an immediate report of hazing to obtain medical attention for the victim.

Hazing can range in degree of criminal seriousness from a summary offense for any type of hazing to a felony for hazing involving bodily injury. The law includes penalties for organizations that intentionally, knowingly, or recklessly promote or facilitates hazing. The law provides for institutional hazing when a college university institutionally, knowingly, or recklessly promotes or facilitates a hazing violation.

The Office of Campus Activities and Athletic Department will provide to its organizations, teams and clubs this College's Anti-hazing policy on an annual basis.

The College will report on its website hazing report data for a five-year period, identifying the organization. The names or identifiable information regarding the victim will not be published. This report will be updated twice a year, no later than January 1 and August 1.

Organizations or individual members of organizations that violate the College's Policy on Anti-Hazing, Pledging, and Related Behaviors will face suspension from the College and withdrawal of College recognition of their organization.

SMOKING/ TOBACCO POLICY

Smoking Policy: Smoking tobacco, vaping, smokeless tobacco, snuff, chew, or the use of e-cigarettes is prohibited on all King's College properties, and in all vehicles and facilities. Failure to comply with this policy may result in disciplinary action.

To Whom Does the Policy Apply: The policy applies to all members of the College community without exception including visitors, vendors, contractors, and subcontractors.

Benefits of the Policy: The policy limits the negative effects of smoking on the health and well-being of all the members of our community. Research indicates the negative impact of smoking and exposure to second-hand smoke. The policy provides a smoke-free work environment that improves air quality, the cleanliness of facilities, the comfort of all, especially members of our community with respiratory concerns.

Definitions: The policy prohibits all commonly understood forms of smoking and the use of smoking paraphernalia. Thus, cigarettes, cigars, pipes, e-cigarettes, and vaping are prohibited. The policy prohibits the use of tobacco products as commonly understood, as well as products intended to mimic tobacco products.

A Common Cause: It is the responsibility of all the members of the King's College community to support the health and well-being of all the members of our community by abiding by this policy. To do so is an act of caring for one another. Polite interventions and asking violators to conform to the policy are encouraged. When an intervention is rebuffed, the matter should be reported.

Reporting Violations: Any member of the King's College community is welcome to bring a concrete concern regarding the violation of this policy to the appropriate College office:

- a. Student violations should be reported to the Office of the Associate Vice-President for Student Affairs and the Dean of Students.
- b. Employee violations should be reported to the Office of Human Resources, who will refer the issue to the respective Vice-President.
- c. Violations by guest, vendors, contractors, and subcontractors should be directed to the Office of Campus Safety and Security.

Disciplinary Actions:

Employees of King's College:

Employees of our campus community who fail to comply with this policy will be subject to disciplinary action as follows:

- First Offense - Verbal Warning
- Second Offense - Written Warning
- Third Offense - Final Written Warning and unpaid suspension for a period of time to be determined by the college. (3-5 days)
- Repeated offenses may lead to further disciplinary action, up to and including termination.

Students of King's College:

The King's College Smoking Policy is applicable to the Student Conduct System. Violation of this policy is subject to the student judicial process and accompanying sanctions based on a progressive discipline system. Should the implementation of the student judicial process for an alleged student violator conclude with evidence of the policy's violation, the following progression of sanctions are in effect:

- First Offense - Censure (Warning) and a \$25 monetary fine
- Second Offense - Disciplinary Probation for one semester, Parental Notification and a \$75 monetary fine
- Third Offense - Disciplinary Suspension, for one semester, Parental Notification and a \$100 monetary fine

Questions regarding this policy should be addressed to the Office of the Associate Vice President for Student Affairs and Dean of Students for student concerns and to the Office of Human Resources for faculty and staff concerns.

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 the Executive Director of Campus Safety and Security.

1. 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.

All King's employees and students, who receive reports from adults (18 years of age and older) of past child abuse, when the report does not indicate that children are presently in danger of 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 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 matter 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 matter 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 them 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 them 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 of 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. 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 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. 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

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
- Director of 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 Director of 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 Director of 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 Director of 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 their rights have been violated, they 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 Director of 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

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 the 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 their 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 their 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 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 a specific family emergency or special circumstances with documentation.**
- 3. One- or Two-Days Absence from class**

Documentation for Absences: The student is to provide documentation for any absence whenever possible 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 Academic Success, 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 their 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 Academic Success but are free to report absences using a more rigorous standard. When a student is contacted by the Associate Vice President for Academic 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.

ADMINISTRATIVE WITHDRAWAL FROM THE COLLEGE DUE TO FAILURE TO ATTEND CLASSES:

The College reserves the right to withdraw or terminate the privilege of attending the College when such an action is deemed advisable or necessary in the interest of the student or the College. Students who stop attending classes for a period of 10 consecutive days classes are in session, excluding college holidays or breaks within a semester, may be terminated if they have not made arrangements with the Associate Vice President for Academic Success or the Associate Vice President for Student Affairs and Dean of Students including providing documentation to support their extended absence from classes. Students who stop attending classes without approval of one of the associate vice presidents listed above, may be administratively withdrawn from the College. Their academic transcript will indicate withdrawal from their classes. The student will be notified of their withdrawal in writing and communicated to their college email and in a letter to the home address. The appropriate college offices will be notified. The student will be refunded based on the College's refund policy and, if a resident student, must vacate on-campus housing within 24 hours of being notified.

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.

COMMUNICABLE DISEASES

Policy:

King's College must be prepared to act in the event of an outbreak of a communicable disease among our student, faculty, and staff populations. Communicable diseases can potentially threaten the health of the campus community as an epidemic; therefore, specific steps will be taken to ensure that all students, staff, and faculty are appropriately protected. The College will follow this policy on communicable diseases and will cooperate with all county, state, and federal regulations regarding the identification, treatment, and prevention of all communicable diseases. This policy would be effective for, but not limited to, the following communicable diseases:

- Chickenpox
- Hepatitis

- Measles (Rubella)
- Meningitis
- Coronavirus (COVID-19)
- Mumps
- Pandemic Flu
- Tuberculosis (TB) active
- Diphtheria
- Pertussis
- Cholera

Procedure:

1. Procedure for Reporting and Notification

- A. The above communicable diseases are reportable to the Pennsylvania State Health Department, 24 hours a day, at 1-877-PAHEALTH (1-877-724-3258). A local report will be made to Wilkes-Barre City Department of Health, 570-208-4283 for guidance and support.
- B. In the event that a King's College student, faculty, or staff member is diagnosed with a reportable communicable disease, the Director of Student Health Services will be notified at 570-208-5852. The Director will then make the appropriate report/s.
- C. The Director will notify the Associate Vice President for Student Affairs and Dean of Students and the Vice President for Student Affairs/designee.
- D. The Vice President for Student Affairs or designee will notify the College's President and all other appropriate members of Senior Staff.
- E. Residence Life will be notified by the Director of Student Health Services or the Associate Vice President for Student Affairs and Dean of Students. It will be up to the diagnosing provider and public health guidelines whether the student should return home, be housed on or off campus, or transferred to the hospital.
- F. Should a public statement or press release be necessary, it must be coordinated through Public Relations (PR). Health related information will be approved by PR prior to dissemination to the campus community via website, e-mail, and/or other appropriate communication channels.

2. Procedure for Managing the Outbreak

- A. The Student Affairs Division, with support from the Student Health Center (SHC) staff, will manage the outbreak with assistance from the Wilkes-Barre City Department of Health, the PA Department of Health, local Infectious Disease specialist and the Center for Disease Control, if needed.

The health center team will follow the policy on Communicable Disease and will:

- Establish a diagnosis, using recommended laboratory tests.
 - Administer/arrange chemoprophylaxis to appropriate contacts when available.
 - Investigate links between cases.
 - Define the population at risk and determine its size.
 - Select the target group for vaccination/testing as indicated.
 - Coordinate with Public Relations for news release
 - Closely coordinate with Wilkes-Barre City and Pennsylvania Departments of Health
- B. During disease outbreaks, unvaccinated students may be removed from/asked to exit King's College until the outbreak is over. Pennsylvania Department of Health and CDC guidelines will be used to determine the length a student or students may require isolation or quarantine.
 - C. It may become necessary during the response to utilize CampusShield updates in coordination with campus authorities. If the event rises to a point where leadership will consistently want

updates as to the status of response, the Crisis Management Team will refer to their incident plan of action and communication.

- D. During an outbreak, the Director of Student Health Services may recommend to the Associate Vice President of Student Affairs and Dean of Students to issue a directive regarding procedures students are to take to address the outbreak. Failure to follow a directive may result in disciplinary action including an interim suspension and directive of no trespass from college property.

3. Procedure for Residence Life Department

- A. All efforts will be made to return the student to their permanent home residence. However, in the event that a student, or students, with a communicable disease must remain in isolation on campus, the Director of Student Health Services will discuss with the Associate Vice President for Student Affairs and Dean of Students and the Associate Dean of Students for Residence Life to determine the extent of involvement of other major college offices in the management of the communicable disease based upon the evaluation of the risk to the college community. The college departments and personnel that may be included in these decisions are: Residence Life, the Crisis Management Team, Vice President for Business Affairs, Facilities Management, Public Relations, Dining Services, and Human Resources.
- B. If the student/employee resides in campus housing and isolation is recommended by a health care provider, the Associate Dean of Students for Residence Life will be notified and will attempt to make arrangements for isolating the student on campus, if necessary. Residence Life will attempt to assist the student with alternative housing. The College will NOT assume any financial responsibility for housing a student in off-campus locations.
- C. Should the student reside in campus housing, Residence Life will notify Dining Services that King's College has a student with a communicable disease and is unable to visit the College's dining outlets. The student(s) will need food prepared on paper or plastic goods for delivery. Residence Life and Dining Services will determine who will deliver food to the affected person.
- D. Student health staff will provide personal protective equipment and instruction for use, if necessary, to the student and roommates or suitemates, to help limit contamination to others.
- E. Facilities Management will be notified by Residence Life and an EPA approved disinfectant will be used by housekeeping to clean the on-campus room/suite and common areas. It will also be provided to the patient, roommates, or suitemates to continue to disinfect their room/suite during the illness.
- F. If the student resides off campus and is unable to return to their parent/guardian or permanent home, yet must remain isolated, advice will be provided to housemates during the isolation period. The College will NOT assume any financial or janitorial responsibility for off-campus locations.
- G. If a student notifies a Hall Director, Resident Counselor, Resident Assistant, or other housing representative that they suspect having a communicable disease but haven't been seen at the SHC, the housing personnel will call the SHC to make arrangements for the sick student to be seen. The housing personnel should inform the SHC of the potential illness of concern so that efforts can be made to limit potential spread to the SHC patients and workers.

4. Procedure for Providing Academic Services to Students Who Have a Communicable Disease

- A. Students who have a communicable disease and are sent home or isolated on or off campus will be assisted by the Associate Vice President for Academic Success in working with faculty to complete any missed assignments.
- B. Academic Affairs will work with students and instructors to provide these academic services.

5. Procedure for the International Student Population

- A. If the student diagnosed with a communicable disease is an international student, the International Student Services staff will be notified and kept informed regarding needs of the student.

6. Procedure for an Infected Student Returning to Classes and Campus Activities

- A. Before a student is discharged from isolation and returning to classes at the College, the student must be cleared by a SHC health care provider or their personal physician. A physician, physician assistant, or advanced practice nurse shall document when the student is no longer infectious and can return to the college community. This document should be provided to the Student Health Center.

7. Procedures for Establishing Student Awareness Regarding the Communicable Disease Policy

- A. The SHC staff will assist with general college awareness regarding the campus communicable disease policy as guided by Student Affairs Administration.

8. Procedures for Closing the College

- A. If it is necessary to close the College or send students home due to an emergency, such as a major epidemic or pandemic, the College will follow recommendations from the Pennsylvania Department of Health and the Centers for Disease Control with involvement from the Crisis Management Team. The College's President may declare the College closed if recommended to do so by the Pennsylvania Department of Health.
- B. Students, parents, and employees will be notified electronically concerning closing of the College and the process for evacuation by the President's Office or designee.
- C. In some cases, the Student Health Center will provide personal protective equipment to the students to assist in a safe journey (i.e., mask) along with instructions for proper use.

9. Procedures for Managing College Employees with a Communicable Disease

- A. It is the responsibility of an employee who has a confirmed communicable disease to report that information to their immediate supervisor. The supervisor will inform the Director of Human Resources who will then notify the Director of Student Health Services that a potential health hazard is present. The Director of Student Health Services will verify the diagnosis and notify the relevant Associate Vice Presidents for both Student and Academic Affairs and the relevant Vice Presidents or designated Associate Vice Presidents. The employee is expected to remain off work until the risk of infecting others has ended, and until they can return to full duties.
- B. Any employee who has a communicable disease shall be required to present a letter from their primary care physician to both their supervisor and the Director of Human Resources before being permitted to return to work. The letter must certify that the employee poses no risk to the college community as a result of the communicable disease.

10. Enforcement of Communicable Diseases Policy

- A. Students who have a communicable disease must follow all guidelines and directives given to them by the Director of Student Health Services. Students who fail to follow these guidelines and directives will be referred to the Associate Vice President for Student Affairs and Dean of Students. The Associate Vice President for Student Affairs and Dean of Students or designee may issue upon the recommendation of the Director of Student Health Services an interim suspension for failure to follow a directive to a student including a directive of no trespass from college property.

- B. Faculty or staff who have a communicable disease must follow the guidelines and directives given to them by their immediate supervisor and the Director of Human Resources. Faculty or staff who fail to follow these guidelines and directives may be subject to appropriate personnel action as determined by the Director of Human Resources.

COVID Campus Behavior Policies – Subject to Change

Every member of the King's College community is required to:

- use the daily check-in to report their temperature, symptom status, and COVID-19 exposure,
- stay at home if you have symptoms of COVID-19, especially a fever (100.4 degrees or higher),
- wear a face covering in all public, common areas of the campus, both inside and outside of buildings,
- maintain social distancing in classrooms and all interior common areas,
- follow CDC guidelines: washing their hands frequently with soap and water for at least 20 seconds or use an effective hand sanitizer (at least 60% alcohol), and cover their mouth and nose when coughing or sneezing,
- refrain from smoking or vaping anywhere on King's College property (**policy effective August 1, 2020**),
- practice social distancing, wear a face covering, and maintain proper health habits while off-campus, especially in high-contact social situations,
- discuss with those with whom the student lives a plan for maintaining good health, keeping a clean and safe living environment, and taking precautions to avoid exposure to the virus,
- follow the recommended health and safety protocols for quarantine or isolation should the College determine that their status requires it.
- Maintain limited capacities in all on and off campus residences as issued by the College.
- Adhere to all instructions and requirements when in isolation or quarantine on or off campus,
- Participate in all reentry and surveillance testing as issued by the College.
- Cooperate fully with tracing of close contacts.
- Report all instances of a positive test result or primary exposure to the Student Health Center.
- Adhere to all travel requirements as issued by the College, Commonwealth, Department of Health, Center for Disease Control or Department of State.

The health, safety and success of our College community hinges on our combined ability to faithfully follow these behavioral requirements. Our entire campus is depending on you. Failure to comply with these requirements may lead to disciplinary action.

Efforts that various segments of our community have engaged in to help mitigate the impact of COVID-19 on our campus. We have created new classroom spaces and re-structured present classrooms to ensure 6 feet social distancing. We have marked our campus with signage indicating best practices to mitigate viral spread. We have adopted new cleaning protocols for highly trafficked spaces. We have adopted an appointment only policy for meetings between faculty, professional staff, and students to ensure safe modes of engagement.

The many efforts to prepare our campus to welcome you, however, require your best efforts to live-by the requirements noted above. You are asked to commit in your mind and heart to follow these practices as a means of concretely living our common mission **to respect one another's dignity and to serve the common good.**

EMERGENCY DIRECTIVES

The College may issue directives and changes to policy with campus emergency, natural disasters, pandemic or other significant event which impacts the operation of the College. The College may issue directives to respond to such emergencies for the benefit of the operation of the College, safety or protection of the College community, guests or property. Such directives may be issued by the College President or designees.

CONFIDENTIAL REPORTING

This site <https://www.kings.edu/life-at-kings/dean-of-students/confidential-reporting> 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 Harassment/Title IX, the Title IX Coordinator is available for consultation. The Title IX Coordinators are:

- Title IX Coordinator: Dean Robert McGonigle. Associate Vice President for Student Affairs and Dean of Students: Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: 570.208.5875, email address: robertmcgonigle@kings.edu.
- Title IX Coordinator: Mrs. Regina Corchado, SHRM-SCP, Director of Human Resources Office: 181 North Franklin St., office telephone 570-208-5968, mobile 570-266-3060, email address: reginacorchado@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 or Mrs. Tina Arendash, at tinaarendash@kings.edu or Campus Ministry, Rev. Brogan Ryan, C.S.C. and Rev. Russell McDougall, C.S.C. at 570.208.5890. These offices are available during normal college business hours.

COPYRIGHT AND LICENSED MATERIALS- INFORMATION

Any use of copyrighted or licensed materials on campus must adhere to Federal laws. It is the responsibility of the user to follow the copyright of materials including, but not limited to, music, videos, photos, images, logos, branding, film, DVD, or digital streaming of materials.

If you purchase, rent, or borrow; for example, a DVD, digital streaming film or other source, that purchase, or rental is considered to be for **personal use**. Personal use is typically defined as showing the source for family or a small group of friends in a personal residence.

In general, **public performances require a license**. It is considered a public performance if one of the following exists:

- Showing the film or DVD to people other than family members or a small group of friends.
- The showing is being conducted in an area accessible to those other than family members or a small group of friends. Generally, showing a film, DVD or streaming in a residence hall room or apartment is not a public showing if it is for a small group of friends.
- There is no exception based on whether there is no charge or fee for the viewing or the number of people viewing.

There are some **exceptions** to the public showing restriction:

1. If the showing is done for an academic class, for the members of the class enrolled in the course during the normal scheduled time of the class as part of face-to-face teaching experience using a legitimate copy of the material. The use of copied DVD, film, etc. is not a legitimate material since the copying of the material violates copyright.
2. The copy of the film, DVD or other material was obtained with licenses for the time and location. Some licenses are for a single showing or for a specific period of time and often for a specific location, for example, for King's College or a location within King's College.

3. If the film, DVD, or material is on the public domain. Public domain can be difficult to determine, and it is the responsibility of the person showing the material to prove the material is in the public domain.

To show material that is licensed, you must obtain it from a source authorized to provide the license, for example, Swank Films, or from the production company or distributor of the film. It is the responsibility of the person showing the material to demonstrate they have the appropriate license for use.

The use or adaptation of brands, logos or other images including photos must be accompanied by a license or permission of the owner. Do not use images from the internet or other sources without ensuring the material does not have a copyright, or unless you have the explicit permission of the owner. Providing a citation for copy written material is not a defense to the infringement.

Copyrighted Videos in Online Classes

The TEACH Act amendment to the Copyright Act allows for a reasonable portion of a copyrighted video to be accessible in an online course. Instructors should not copy an entire work or make it available on a College server unless they have been given permission by the copyright holder. Faculty who would like to use full-length motion pictures online are encouraged to create hyperlinks to the videos from legal distribution libraries and collections.

The DMCA (Digital Millennium Copyright Act) forbids the circumvention of technological prevention measures for copying DVDs and/or making them available in a streaming format. (There is an exemption, which allows the prevention measures to be circumvented to make clips of motion pictures for teaching purposes).

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, 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 Associate Vice President for Student Affairs and Dean of Students.

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 may be initiated in the Human Resources Department or the Office of Academic Affairs.

Complaints Against Faculty Members - The person who receives a complaint against a member of the faculty will refer the matter to the Director of Human Resources (Director of Equal Opportunity) or designee, 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.

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. The standard of proof to determine if a person is responsible for violating the policy is preponderance.

A confidential record of all complaints, including their disposition, will be maintained by the investigating unit.

The person who receives a complaint against a member of the staff will refer the matter for investigation to the Director of Human Resources (Director of Equal Opportunity), who will inform the appropriate member of Senior Staff. The complaint will generally be investigated by the Director of 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.

If served a subpoena, the College will make a reasonable effort to notify the student(s) involved to provide them an opportunity to quash the subpoena. After making a reasonable effort to notify the student(s), the College may produce records in response to the subpoena. If the subpoena instructs the College not to disclose the contents of the subpoena, the student will not be notified by the College.

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 intercollegiate 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 directory 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 feel 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 \$15.00 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). Disciplinary records include students found responsible for violating the Student Code of Conduct, Sexual Harassment/Misconduct Violations (Title IX), or the Academic Integrity Policy.

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.

Sexual Harassment/Misconduct Title IX

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 and 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 Associate Vice President for Student Affairs and Dean of Students or Associate Dean of Students.

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, and/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 standard of proof to determine if a person is responsible for violating the policy is preponderance. 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.

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.

INVOLUNTARY LEAVE OF ABSENCE/WITHDRAWAL AND RETURN POLICY

ACADEMIC WITHDRAWAL/SUSPENSION/DISMISSAL: At the conclusion of each semester, the Academic Standing Committee reviews the academic record of students and determines the student's academic standing: in good standing, probationary status, suspended, or dismissed. When a student is suspended or dismissed from the College for academic reasons, the student may request a review of the College's decision before the Academic Standing Committee.

NON-ACADEMIC INVOLUNTARY LEAVE OF ABSENCE: The College provides an array of services to students, including services through the Counseling Center (Administration Building, Room 620, telephone: 570 208 5873) and Student Health Center (Brother Andre Bessette C.S.C. Hall, telephone: 570 208 5852). There are times when the services that a student needs exceeds resources that the College can appropriately provide. In these circumstances, students may take a voluntary leave of absence or withdrawal from the College.

INVOLUNTARY LEAVE OF ABSENCE/WITHDRAWAL: At times, the College determines that in the interests of an individual student and the King's College community that a student be withdrawn from the College for the remaining portion of a semester and for future semesters from the College.

Circumstances Warranting the Initiation of an Involuntary Leave of Absence Process:

- A student's behaviors are disruptive to the safety and well-being of the college community and warrants the student being assessed and involuntary leave issued until a time when the student's behavior does not disrupt the community.
- In cases where the student is unable or unwilling to carry out substantial self-care based on current medical knowledge and/or best available objective evidence indicates the student poses a significant risk to the health or safety of others or where the student is an actual risk to their own safety not based on mere speculation, stereotypes, diagnosis or generalization regarding individuals with disabilities and the student does not want to take a leave voluntarily, the Associate Vice President for Student Affairs and Dean of Students (Rev. John Lane C.S.C. House, 570 208 5875, studentaffairs@kings.edu) has the authority to place the student on involuntary leave of absence.

Process:

- Before a student is placed on involuntary leave, the College will conduct an individualized assessment and case by case determines as to whether and what reasonable accommodation can be made to allow the student to participate in the educational program at the College and continue to their classes while seeking treatment.
- The Associate Vice President for Student Affairs and Dean of Students will receive a recommendation from a panel consisting of the Director of the Student Health Center, the Director of the Counseling Center and the Associate Vice President for Academic Success regarding whether the student is to be involuntarily withdrawn from the College. The decision will take into account the student's current medical status, the student's inappropriate behaviors, if any, and the impact of the student's behavior on the college community and individuals. The decision to place a student on involuntary leave will be based on the student's behavior.
- In situations when the student's behavior provides an immediate risk the Associate Vice President for Student

Affairs and Dean of Students may issue an involuntary leave, which will be reviewed by the panel within two business days. The decision to place a student on involuntary leave may be appealed in writing to the Vice President for Student Affairs or designee (John Lane C.S.C. House, 166 North Franklin Street, 570.208.5875).

- If an involuntary leave exceeds five class days, the student can be administratively withdrawn from the College for the remainder of the semester. The decision to withdraw the student will be based on the student's current semester academic performance, the specific courses enrolled, the ability to complete coursework away from campus and the ability to complete classes with an extended time period in accordance with the College's policy on incomplete grades.

Notification of the Student:

- The student will be notified in writing of the involuntary leave including the reason(s) for the leave and criteria to return to the College. The letter will be sent to the student both electronically and through the mail service.
- The decision of the Associate Vice President for Student Affairs decision may be appealed, in writing, to the Vice President for Student Affairs or designee (Rev. John Lane C.S.C. House, telephone: 570 208 5875, Fax: 570 208 6023. The decision is final and not subject to appeal or review.

Return:

- Students who are placed on involuntary withdrawal from the College may be required to provide documentation from a licensed professional counselor, psychiatrist, or psychologist of their suitability to return to the College community. The student will be supplied a form for the professional to complete and return to the College. The student will need to sign a waiver so the College professional and external professional can communicate regarding the student's ability to return to the College community. The documentation will be provided to the Director of the Counseling Center (Administration Building Room 620, 570 208 5873) and to the Associate Vice President for Student Affairs (Rev. John Lane C.S.C. House, 570 208 5875, studentaffairs@kings.edu, Fax: 570 208 6023).
- Any conditions placed on the student's leave of absence/withdrawal from the College due to involuntary withdrawal or leave must have all conditions met, reviewed, and approved by the issuing department prior to making the request for readmission to the College.
- The student must comply with all conditions for their return to the College in order to continue matriculation at the College and being present on campus.

Denial of Return:

If the request for return is denied, a student who is on involuntary leave of absence or withdrawal, the denial can be appealed to the Vice President for Student Affairs or designee for non-academic reasons.

The appeal will be submitted in writing stating specific reasons for disagreement with the return denial. The student must include their name, email address, and cell phone number. The student must submit the appeal within five workdays of being notified of the decision to deny return to the College.

Request for Accommodation

The Academic Skills Office coordinates accommodations for students with disabilities. The center will assist students needing accommodations after appropriate documentation has been provided and a plan developed and approved by the Director. Students requesting accommodations should make their request as soon as possible so accommodations can be made in a timely manner. Please see the College policy on requesting accommodations in the Student Handbook under Services for Students with Disabilities (https://www.kings.edu/academics/support/skills_center/disabilities_program or contact the Academic Skills Center (Mulligan Physical Science Center, Room 94, telephone 570 208 5841.)

The College helps students with available services and accommodations to assist them in remaining enrolled and completing their studies. While these services are available, students must take steps to utilize the services and make the request for accommodations when appropriate.

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 person's 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 person's 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

The College maintains the Off-Campus Behavior and Responsibility Policy, Off Campus Residents Responsibility for Behavior in their apartment or House and Regulation XVIII: Off Campus Behavior along with other regulations that apply to off campus living in the Student Code of Conduct and College policies as published in the Student Handbook. In addition:

- First and foremost, students living off campus or visiting the neighborhoods around the College are to be good neighbors and demonstrate respect for each other and members of the Wilkes-Barre community.
- Students residing in off campus housing are required to maintain the exterior of their properties with no garbage in the yard or on porches.
- No soft or upholstered furniture is permitted on the porches, decks, or patios.

- Students should not have more than ten guests in their property, in addition no other residents that are registered to live in the property at any one time. Social distancing is to be maintained.
- Students and their guests are required to follow social distancing and wear masks when there are guests in the facility.
- Students may not have any gathering that results in noise that interferes with their neighbors at any time of the day. In addition, they must adhere to the City of Wilkes Barre ordinances on noise.
- Engage all the general protocols related to COVID: frequent handwashing, face coverings, and social distancing.
- Cooperate with Wilkes-Barre City Health, Fire and Housing officials in any action initiated by those officials.
- Discuss with one's housemates a plan to ensure good health practices.

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, 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 the 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, 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:

9. Communicate with the College service offices, especially Academic Skills and your faculty regarding any accommodations early.

10. 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.

- Title IX Coordinator: Associate Vice President for Student Affairs and Dean of Students: Dean Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: (570) 208-5875, email address: robertmcgonigle@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. 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.

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.

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 Director of Campus Activities.

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 Associate Dean of Students for 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, tobacco products, vaping or similar items
- They are deemed offensive (i.e., racist, homophobic, intolerant of religious beliefs, sexist, promote or condone violence or in poor taste).

If deemed inconsistent with the mission, character, or values of the College.

The College reserves the sole right to determine if any materials can be posted or distributed on campus or through any means within the College.

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. The College reserves the right to determine if materials will be posted or distributed on campus. 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 Associate Vice President for 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 College van is limited to scholastic matters such as conferences, lectures, workshops, and events sponsored by College departments and organizations.

The College athletics vans and other vans leased or owned by the College 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. 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.

Voter Registration Policy

King's College is committed to the free expression of ideas and opinions by all members of its community, include views about political issues. Voting in municipal, state, and national elections is one of the most important duties of an engaged citizen. Students have the option to vote in their hometown or in their college community, where they live for most of the year.

Voter registration programs are encouraged on campus but cannot be tied to a candidate or political party unless the group is a registered club or organization associated with a political affiliation. Voter registration programs including tables must be approved by the Office of Campus Activities.

For groups outside of the college:

- Any voter registration program must be nonpartisan, not promoting any candidate. No shirts or signs with a candidate's name, logo or political party are permitted.
- Voter registration tables must be reserved through the Conference and Events office.
- Approval will depend on availability of campus space (example would be the Campus Center lobby, Monarch Court or lobby in an academic building).

Recognized student groups: If a student group is registered as a political party club (Young Democrats, Young Republicans) they can hold a registration table with materials for a candidate. Any promotion would be limited to the table area where they are set up (signs or t-shirts). Like the normal voter registration, approval for space will go through the Conference and Events Office.

Fundraising for a Candidate: Student groups on campus are not allowed to fundraise for a political candidate.

Email Communication: College email from an individual King's account or a club King's account cannot be used to promote a candidate.

Use of King's College Name: Use of the college name or logo is not allowed on any candidate promotion or literature (canvassing, letters, emails, listservs, or solicitations).

College Funds and Resources: Students and student organizations may not use college funds in the planning or conduct of a political candidate's campaign activities.

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.

SEXUAL HARASSMENT/MISCONDUCT- TITLE IX

SEXUAL HARASSMENT POLICY - 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 based on sex, which includes all forms of sexual harassment/misconduct. Sexual harassment violates an individual's fundamental rights and personal dignity. King's College considers sexual harassment, in all its forms, to be a serious offense. This policy refers to all forms of sexual harassment, including but not limited to, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

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.

Authority for the Policy

This policy of the King's College (Recipient) College is intended to provide for education, prevention, assessment and grievance procedures to address sexual harassment in compliance with Title IX, 2020 Regulations (Title 34 of the Code of Federal Regulations, Part 106 Nondiscrimination on the Basis of Sex in Education), Dear Colleague Letters from 2003, 2015, Violence Against Women Amendments of the Jeanne Clery Act, the Commonwealth of Pennsylvania laws on Sexual Assault Education, Pennsylvania Act 16 of 2019 and Federal Educational Rights and Privacy Act (FERPA). The College makes changes to the policy based on changes in federal and Commonwealth law and in accordance with regulations and guidance from an appropriate governmental agency, including revocation of guidance.

PART I: TERMS, SCOPE, SUPPORTIVE MEASURES

1. Glossary

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *Complainant* means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Complaint (formal)* means a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that the King's College (Recipient) investigate the allegation.
- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of the harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- *Day* means a business day when King's College (Recipient) is in normal office operations.
- *Education program or activity* means locations, events, or circumstances where King's College (Recipient) exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the King's College (Recipient).
- *Final Determination*: A conclusion by a preponderance of the evidence, the standard of proof, that the alleged conduct it did or did not violate policy.
- *Finding*: A conclusion by a preponderance of the evidence that the conduct did or did not occur as alleged. (106.45, vii)

- *Formal Grievance Process* a method of formal resolution designated by the King's College (Recipient) to address conduct that falls within the policies included below and which complies with the requirements of 34 CFR Part 106.45.
- *Grievance Process Pool* includes any investigators, hearing officers, appeal officers, and advisors who may perform any or all these roles (though not at the same time or with respect to the same case).
- *Hearing Officer* refers to those who have decision-making and sanctioning authority within the King's College (Recipient) Formal Grievance process.
- *Investigator* means the person or persons charged by King's College (Recipient) with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Mandated Reporter* means an employee of the King's College (Recipient) who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.
- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *An Official with Authority (OWA)* means an employee of the King's College (Recipient) explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of the King's College (Recipient).
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Recipient- "King's College"- means* a postsecondary education program that is a Recipient of federal funding. (106.44 and 106.45)
- Relevant evidence is evidence that tends to prove or disprove an issue in the complaint.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent a recurrence, and restore access to King's College (Recipient)'s educational program.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Resolution* means the result of a Formal Grievance Process.
- *Sanction* means a consequence imposed by the King's College (Recipient) on a Respondent who is found to have violated this policy.
- *Sexual Harassment* is the umbrella category, including the offenses of sexual harassment, sexual assault, stalking, and dating violence, and domestic violence.
- *Title IX Coordinator* is at least one official designated by King's College (Recipient) to ensure compliance with Title IX and the King's College (Recipient)'s Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- *Title IX Team* refers to the Title IX Coordinator and any member of the Title IX Team.

2. Rationale for Policy

King's College (Recipient) is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, King's College (Recipient) has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. King's College (Recipient) values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

3. Applicable Scope

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion or different treatment in activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using the Title IX Grievance Process determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the King's College (Recipient) community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the King's College (Recipient) community. This community includes, but is not limited to, students,² student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

4. Title IX Coordinator

Dean McGonigle, Title IX Coordinator, and Mrs. Corchado, Title IX Coordinator, ADA/504 Coordinator, oversees implementation of the King's College (Recipient)'s Affirmative Action and Equal Opportunity plan and the King's College (Recipient)'s policy on an equal opportunity, harassment, and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating King's College (Recipient)'s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

- Title IX Coordinator: Associate Vice President for Student Affairs and Dean of Students: Dean Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: (570) 208-5875, email address: robertmcgonigle@kings.edu
- Title IX Coordinator: Mrs. Regina Corchado, SHRM-SCP, Director of Human Resources, Office: 181 North Franklin Street, office telephone number: (570) 208-5968, mobile: 570-266-3060, email address: reginacorchado@kings.edu

5. Independence and Conflict-of-Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. Any attempts to influence the outcome of a

² For the purpose of this policy, King's College (Recipient), defines "student" as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with King's College (Recipient).

complaint or resolution made to an investigator or hearing officer is to be documented as part of the case file and reported to the Title IX Coordinator.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the King's College (Recipient) President, Rev. Thomas Looney, C.S.C. Concerns of bias or potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of harassment/misconduct or discrimination committed by the Title IX Coordinator should be reported to the King's College (Recipient) President, Rev. Thomas Looney, C.S.C. Reports of harassment/misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

6. Administrative Contact Information

Complaints or notice of alleged policy violations or inquiries about or concerns regarding this policy and procedures may be made internally to:

- Title IX Coordinator: Associate Vice President for Student Affairs and Dean of Students: Dean Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: (570) 208-5875, email address: robertmcgonigle@kings.edu
- Title IX Coordinator: Mrs. Regina Corchado, SHRM-SCP, Director of Human Resources, Office: 181 North Franklin Street, office telephone number: (570) 208-5968, mobile: 570-266-3060, email address: reginacorchado@kings.edu

Title IX/ Sexual Harassment Web: https://www.kings.edu/life_at_kings/dean_of_students/title-ix

The Title IX Team, in addition to the Title IX Coordinators listed above, includes:

Investigators:

Mr. Stephen Kopenis
Mr. Nicholas Gushka

Hearing Officers:

Mr. Thomas Butchko (employee cases)
Mrs. Veronica Giamusso (employee cases)
Mrs. Megan Casey (student cases)
Mr. Steven Matusiewicz (student cases)
Mr. Sean Cryan (student cases)

Appeal Officers:

Mrs. Holly Kulp (employee cases)
Ms. Cheryl Ish (student cases)

While hearing officers and appeal officers are designated to properly hear cases of when a student or employee is accused, the Title IX Coordinator can assign them to any case.

The College has designated the following positions as Officials with Authority (OWA) to address and correct sexual harassment and retaliation:

- Title IX Coordinators and team as listed above.
- Campus Safety and Security Officers and Executive Director
- President of the College

King's College (Recipient) has also classified most employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation. Employees who are mandated reporters must report an incident if they become aware of an incident to the Title IX Coordinator. That report if the complainant requests can be made anonymously. Mandated reporters will provide the complainant information on how to report a Title IX offense to the Title IX Coordinator, or through the anonymous reporting site. Mandated reports are:

- Fulltime professional and administrative staff
- Coaches
- Advisors to student clubs and organizations
- Faculty members
- Residence life staff (resident counselors, resident assistants, and professional staff)

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

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

For complaints involving employees: [Equal Employment Opportunity Commission](#) (EEOC) ³

7. Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

File a complaint with or give verbal notice to the Title IX Coordinator.

- Title IX Coordinator: Associate Vice President for Student Affairs and Dean of Students: Dean Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: (570) 208-5875, email address: robertmcgonigle@kings.edu
- Title IX Coordinator: Mrs. Regina Corchado, SHRM-SCP, Director of Human Resources, Office: 181 North Franklin Street, office telephone number: (570) 208-5968, mobile: 570-266-3060, email address: reginacorchado@kings.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

Report online, using the reporting form posted at <https://kings.guardianconduct.com/incident-reporting> Anonymous reports are accepted but can give rise to a need to investigate. The King's College (Recipient) tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the King's College (Recipient) respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the King's College (Recipient) to discuss and/or provide supportive measures.

- **Confidential reporters** are professional counselors in the College Counseling Center, Student Health Center medical staff, and Campus Ministry professional staff, including priests and laypersons, acting in their capacities as counselors are confidential reporters. Those staff members are:
 - Counseling Center
 - Mr. Brian Cook, Director of the Counseling Center
 - Mrs. Tina Arendash, Counselor
 - Mrs. Ashley Ciavarella, Counselor
 - Campus Ministry
 - Fr. Brogan Ryan, C.S.C., Director of Campus Ministry
 - Fr. Russell McDougall, C.S.C., Associate Director of Campus Ministry
 - Student Health Center
 - Mrs. JoAnn Kosik, Director of Student Health Center

A Formal Complaint means a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the King's College (Recipient) investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission such as by electronic mail or through an online portal provided for this purpose by the King's College (Recipient) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint and request the Recipient investigate the allegations.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

8. Supportive Measures

King's College (Recipient) will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the King's College (Recipient)'s education program or activity, including measures designed to protect the safety of all parties or the King's College (Recipient)'s educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice of a complaint. At the time that supportive measures are offered, the King's College (Recipient) will inform the Complainant, in writing, that they may file a formal complaint with the King's College (Recipient) either at that time or in the future if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

The King's College (Recipient) will maintain the privacy of the supportive measures, provided that privacy does not impair the King's College (Recipient)'s ability to provide supportive measures. King's College (Recipient) will act to ensure as minimal an academic impact on the parties as possible. The King's College (Recipient) will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees

- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related
- Adjustments
- No trespass directives
- [Timely warnings](#)
- Class schedule modifications, withdrawals, or leaves of absence.
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to the appropriate student or employee conduct processes for enforcement.

9. Emergency Removal

The King's College (Recipient) can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the CARE Team Subgroup using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student or employee will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested within two business days, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion.

The King's College (Recipient) will implement the least restrictive emergency actions possible considering the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily reassigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Where the Respondent is an employee, existing provisions for interim action are applicable.

10. Promptness

All allegations are acted upon promptly by King's College (Recipient) once it has received the notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the King's College (Recipient) will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in King's College (Recipient) procedures will be delayed, King's College (Recipient) will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

11. Privacy

Every effort is made by the King's College (Recipient) to preserve the privacy of reports.⁴ King's College (Recipient) will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The King's College (Recipient) reserves the right to determine which King's College (Recipient) officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to for cases where the respondent is a student- Campus Safety and Security, Title IX Coordinator and other offices the complainant or respondent have used as resources or are contacted to provide supportive measures: in addition, for employees Human Resources, the employee's supervisor and vice president. Information will be shared as necessary with Investigators, Hearing Officer, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

The King's College (Recipient) may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

12. Jurisdiction of the King's College (Recipient)

⁴ For the purpose of this policy, privacy and confidentiality have distinct meanings. **Privacy** means that information related to a complaint will be shared with a limited number of King's College (Recipient) employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the King's College (Recipient)'s response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in the King's College (Recipient)'s FERPA policy. The privacy of employee records will be protected in accordance with Human Resources policies. **Confidentiality** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. The King's College (Recipient) has designated individuals who have the ability to have privileged communications as Confidential Resources. When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities. Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clergy Act. Other information may be shared as required by law.

This policy applies to the education program and activities of the King's College (Recipient), to conduct that takes place on the campus or on property owned or controlled by the King's College (Recipient), at King's College (Recipient)-sponsored events. The College campus is in the County of Luzerne in the City and Township of Wilkes-Barre and Pittston. The College may conduct events and programs at locations outside of this area on occasion. The Respondent must be a member of King's College (Recipient)'s community for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to King's College (Recipient)'s educational program. King's College (Recipient) may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial King's College (Recipient) interest.

Regardless of where the conduct occurred, King's College (Recipient) will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off campus sponsored program or activity. A substantial King's College (Recipient) interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual.
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of the King's College (Recipient).

If the Respondent is unknown or is not a member of the King's College (Recipient) community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the King's College (Recipient)'s community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator or Victims Assistance Coordinator.

In addition, the King's College (Recipient) may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from King's College (Recipient) property and/or events.

All vendors serving the King's College (Recipient) through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environments external to the King's College (Recipient) where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

13. Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the King's College (Recipient)'s jurisdiction and/or the significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by a significant time delay, the King's College (Recipient) will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.⁵

14. Online Harassment and Misconduct

The policies of King's College (Recipient) are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below when those behaviors occur in or have an effect on the King's College (Recipient)'s education program and activities or use King's College (Recipient) networks, technology, or equipment.

Although King's College (Recipient) may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to King's College (Recipient), it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the King's College (Recipient) community.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

15. Policy on Nondiscrimination

King's College (Recipient) adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education.

King's College (Recipient) does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

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.

In addition:

- Veteran or military status (including disabled veteran, recently separated veteran, active-duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran),
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the King's College (Recipient) community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of the King's College (Recipient) community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above violates the King's College (Recipient) policy on nondiscrimination.

When brought to the attention of the King's College (Recipient), any such discrimination will be promptly and fairly addressed and remedied by the King's College (Recipient) according to the appropriate grievance process described below.

16. Policy on Disability Discrimination and Accommodation

King's College (Recipient) is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the King's College (Recipient), regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

Mrs. Sheri Yech, Director of Academic Skills and Disabilities Services Coordinator, (email: sheriyeach@kings.edu, telephone: 570-208-5800), and ADA/504 Coordinator responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed using the procedures below. For details relating to disability accommodations in the King's College (Recipient)'s resolution process, see Student Handbook.

a. Students with Disabilities

King's College (Recipient) is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of the King's College (Recipient).

All accommodations are made on an individualized basis. A student requesting any accommodation should first contact the Director of Academic Skills and Disabilities Services, who coordinates services for students with disabilities.

The Director of Academic Skills and Disabilities Services reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's needs and academic program(s).

b. Employees with Disabilities

Pursuant to the ADA, King's College (Recipient) will provide reasonable accommodation(s) to all qualified employees with known disabilities when their disability affects the performance of their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to King's College (Recipient).

An employee with a disability is responsible for submitting a request for an accommodation to Mrs. Regina Corchado, Director of Human Resources and ADA/504 Coordinator, email: reginacorchado@kings.edu, telephone: 570 208 5925, and providing necessary documentation. The ADA/504 Coordinator will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

17. Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. King's College (Recipient)'s harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that includes germane, but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under King's College (Recipient) policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of King's College (Recipient) policy, though supportive measures will be offered to those impacted.

a. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by King's College (Recipient) policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

King's College (Recipient) does not tolerate discriminatory harassment of any employee, student, visitor, or guest. King's College (Recipient) will act to remedy all forms of harassment when reported, whether the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.⁶ This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive **and** objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, King's College (Recipient) may also impose sanctions on the Respondent through the application of the appropriate grievance process below.

b. Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the Commonwealth of Pennsylvania regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

King's College (Recipient) has adopted the following definition of Sexual Harassment to address the unique environment of an academic community.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

- 1) Quid Pro Quo: an employee of the King's College (Recipient), conditions the provision of aid, benefit, or service of the King's College (Recipient), on an individual's participation in unwelcome sexual conduct.
- 2) Sexual Harassment: unwelcome conduct, determined by a reasonable person, to be so severe, and pervasive, and, objectively offensive, that it effectively denies a person equal access to King's College (Recipient) education program or activity.⁷
- 3) Sexual assault, defined as:
 - a) Sex Offenses, Forcible: Any sexual act directed against another person, without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.

⁶ This definition of hostile environment is based on Federal Register / Vol. 59, No. 47 / Thursday, March 10, 1994: [Department of Education Office for Civil Rights. Racial Incidents and Harassment Against Students At Educational King's College \(Recipient\)s Investigative Guidance.](#)

⁷ Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

- b) Forcible Rape: 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 Complainant.
 - c) Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age⁸ or because of temporary or permanent mental or physical incapacity.
 - d) Sexual Assault with an Object: The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e) Forcible Fondling: The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - f) Sex Offenses, Non-forcible:
 - i) Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Pennsylvania law.
 - ii) Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent of Pennsylvania. In Pennsylvania: Children less than 13 years old cannot grant consent to sexual activity. Teens between the ages of 13 and 15 cannot consent to sexual activity with anyone who is four or more years older than them. People ages 16 and older can legally consent to sexual activity with anyone they choose, as long as the other person does not have authority over them as defined in Pennsylvania's institutional sexual assault statute.
- 4) Dating Violence, defined as violence, on the basis of sex, committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
- i. The existence of such a relationship shall be determined based on the Complainant'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 the purposes of this definition—
 - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii. Dating violence does not include acts covered under the definition of domestic violence.
- 5) Domestic Violence, defined as violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the Commonwealth of Pennsylvania or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.
- *To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
- 6) Stalking, defined as engaging in a course of conduct, on the basis of sex, directed at a specific person, that.
- i. would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or
 - iii. suffer substantial emotional distress.
- For the purposes of this definition—
- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means,

- follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - (iii) Substantial emotional distress means significant mental suffering or the anguish that may but does not necessarily require medical or other professional treatment or counseling.

All employees are subject to the policies as published in the Employee Handbook, including but not limited to the Consensual Relationships Policy, Student Non-Fraternization Policy, and Grievance Policy. The Employee Handbook is published on the College's web site under the Human Resources section.

King's College (Recipient) reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

c. Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. The absence of resistance does not demonstrate consent. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is knowing, voluntary, with explicit permission by word or action to engage in sexual activity.

Individuals may experience the same interaction in different ways; it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or after that, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the King's College (Recipient) to determine whether its policy has been violated. The existence of a consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

d. Other Civil Rights Offenses

In addition to the forms of sexual harassment described above, Title IX, King's College (Recipient) additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant's actual or perceived membership in a protected class.

- Sexual Exploitation, defined as taking non-consensual or abusive sexual advantage of another for their benefit or the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:
 - Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
Invasion of sexual privacy.
 - Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography.
 - Prostituting another person
 - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection
 - Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity or for the purpose of making that person vulnerable to non-consensual sexual activity.
 - Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections.
 - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity.
 - Knowingly soliciting a minor for sexual activity, please see the Child Protection Policy in the Student Handbook and Employee Handbook.
 - Engaging in sex trafficking
 - Creation, possession, or dissemination of child pornography
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person.
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities.
- Intimidation, defined as implied threats or acts that cause an unreasonable fear or harm to another.
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to

any person within the King's College (Recipient) community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity as defined further in the Anti- Hazing Policy.

- Bullying, defined as repeated and/or severe, aggressive behavior, likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally.

Violation of any other King's College (Recipient) policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from censure/reprimand through dismissal /termination.

18. Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. King's College (Recipient) is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

King's College (Recipient) or any member of King's College (Recipient)'s community are prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

19. Mandated Reporting

All King's College (Recipient) employees (faculty, staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

The following are mandated reporters:

- Fulltime professional and administrative staff
- Coaches
- Advisors to student clubs and organizations
- Faculty members
- Residence life staff (resident counselors, resident assistants, and professional staff)

To make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On-campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at King's College (Recipient) for a Complainant or third-party (including parents/guardians when appropriate, (106.6, g)):

a. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

Counseling Center: telephone: 570.208.5873, Administration Building, Sixth Floor

- Mr. Brian Cook, Director of the Counseling Center
- Mrs. Tina Arendash, Counselor
- Mrs. Ashley Ciavarella, Counselor

Campus Ministry, telephone: 570.208.5890, Campus Ministry Center

- Fr. Brogan Ryan, C.S.C., Director of Campus Ministry
- Fr. Russell McDougall, C.S.C., Associate Director of Campus Ministry

Student Health Center

- Mrs. JoAnn Kosik, Director of Student Health Center

- Victim Resource Center: telephone: 570.823.0765, 360 East End Shopping Center, Wilkes-Barre, PA 18702
- 24 Hour Complainants 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, x-5457; Sheehy-Farmer Campus Center, Residence Life Suite
- National Center for Complainants of Crime: www.complainantsofcrime.org
- Stalking Resource Center, telephone: 202.467.8700 <http://www.complainantsofcrime.org/our-programs/stalking-resource-center>

The above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of the immediacy of threat or danger or abuse of a minor with a disability, or when required to disclose by law or court order.

Campus counselors are available to help free of charge and may be consulted on an emergency basis during normal business hours.

King's College (Recipient) employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

b. Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by the King's College (Recipient) to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits the King's College (Recipient)'s ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors. See the College's Child Protection Policy in the Student Handbook and Employee handbook, reports must be made through Childline.

c. Mandated Reporters and Formal Notice/Complaints

All employees of King's College (Recipient) (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from King's College (Recipient).

Supportive measures may be offered as the result of such disclosures without formal King's College (Recipient) action. (106.30)

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of King's College (Recipient) policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though King's College (Recipient) is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

20. When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the King's College (Recipient) proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on the results of the violence risk assessment that show a compelling risk to health and/or safety that requires the King's College (Recipient) to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. King's College (Recipient)s may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and the King's College (Recipient)'s ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When the King's College (Recipient) proceeds, the Complainant or their Advisor may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that the King's College (Recipient)'s ability to remedy and respond to notice may be limited if the Complainant does not want the King's College (Recipient) to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible while balancing the King's College (Recipient)'s obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow the King's College (Recipient) to honor that request, the King's College (Recipient) will offer supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right and can expect, to have allegations taken seriously by King's College (Recipient), and to have the incidents investigated and properly resolved through these procedures.

21. Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, King's College (Recipient) must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

King's College (Recipient) will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the potential danger.

22. False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with, or destroying evidence, or deliberately misleading an official investigating, can be subject to discipline under King's College (Recipient) policy.

23. Amnesty for Complainants and Witnesses

The King's College (Recipient) community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to King's College (Recipient) officials or participate in grievance processes because they fear that they may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the King's College (Recipient) community that Complainants choose to report misconduct to King's College (Recipient) officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, King's College (Recipient) maintains a policy of offering parties and witnesses amnesty from minor policy violations such as underage consumption of alcohol or the use of illicit drugs related to the incident.

Amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to the campus authorities).

The King's College (Recipient) maintains a policy of amnesty for students who offer help to others in need. Although policy violations cannot be overlooked, King's College (Recipient) may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

Employees: Sometimes, employees are hesitant to report harassment or discrimination they have experienced for fear that they may get in trouble themselves. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to King's College (Recipient) officials.

The King's College (Recipient) may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

24. Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson.
- b) Hate crimes, which include any bias, motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property.
- c) VAWA⁹-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

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 or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include student affairs/student conduct staff, campus law enforcement/public safety/security, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

25. Preservation of Evidence

The preservation of evidence in incidents of sexual assault is critical to potential criminal prosecution and to obtaining restraining orders and particularly time sensitive. The Recipient will inform the Complainant of the importance of preserving evidence by taking the following actions:

- 1. Seek forensic medical assistance at the hospital, ideally within 120 hours of the incident.
- 2. Avoid showering, bathing, washing hands or face or douching, if possible, but evidence may still be collected.
- 3. Try not to urinate.
- 4. If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth. (plastic destroys evidence) or secure evidence in a container.
- 5. Seeking medical treatment can be essential even if it is not to collect forensic evidence,

⁹ VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.

26. Statement of the Rights of the Parties

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or retaliation made in good faith to King's College (recipient) officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s) whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by King's College (recipient) officials.
- The right to have King's College (recipient) policies and procedures followed without material deviation.
- The right not to be discouraged by King's College (recipient) officials from reporting sexual harassment or retaliation to both on-campus and off-campus authorities.
- The right to be informed by King's College (recipient) officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by King's College (recipient) authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by King's College (recipient) officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a King's College (recipient)-implemented no-contact order or a no-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of sexual harassment and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available.
- The right to have the power to make decisions affecting their medical and emotional treatment.
- The right to have the King's College (recipient) maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the King's College (recipient)'s ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s) and Hearing Officer to identify and question relevant witnesses, including expert witnesses.

- The right to provide the Investigator(s)/Hearing Officer with a list of questions that, if deemed relevant by the Investigator(s)/Hearing Officer, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character admitted as evidence.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to review a copy of the investigation report, including all factual, Policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, before the hearing, and the right to have at least ten (10) business days to review the report before the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, Hearing Officer, and Appeal Officer who have received relevant annual training.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any King's College (recipient) representative in the process be recused based on disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence, a preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Hearing Officer following a determination of responsibility for any allegation, but before sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision, delivered simultaneously without undue delay to the parties.
- The right to be informed in writing of when a decision by the King's College (recipient) is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the King's College (recipient).
- The right to a fundamentally fair resolution as defined in these procedures.

PART II: GRIEVANCE PROCESS- NOTICE, INVESTIGATION, HEARING, DETERMINATION, AND APPEAL

1. Overview

King's College (Recipient) will act on any formal or informal notice/complaint of a violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination ("the Policy") that is received by the Title IX Coordinator¹⁰ or any other Official with Authority by applying these procedures, formal hearing process.

The procedures below apply to all allegations of harassment or discrimination on the basis of protected class status involving students, staff, administrators, or faculty members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations will proceed using these same grievance procedures, clarifying which policies above are applicable. While the effect of the Title IX regulations can be confusing, these grievance procedures apply to all policies above.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures elaborated in the student, faculty, and employee handbooks.

2. Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, King's College (Recipient) initiates a prompt initial assessment to determine the next steps the King's College (Recipient) needs to take.

King's College (Recipient) will initiate at least one of two responses:

- 1) Offering supportive measures because the Complainant does not want to proceed formally; and/or
- 2) A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the policy has been violated. If so, the King's College (Recipient) will promptly implement effective remedies designed to ensure that it is not deliberately indifferent (106.44) to harassment or discrimination, their potential recurrence, or their effects.

3. Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator¹¹ engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
 - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.

¹¹ If circumstances require, the President or Title IX Coordinator will designate another person to oversee the process below should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.

- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, accesses the request, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later if desired.
 - If a Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate issue based on the nature of the complaint.
 - If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply, and will refer the matter accordingly. Please note that dismissing a complaint under Title IX is just procedural and does not limit King’s College (Recipient)’s authority to address a complaint with an appropriate process and remedies.

a. Violence Risk Assessment

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by a subgroup of the Care team consisting of the Director of the Counseling Center or counselor designee, the Executive Director of Campus Safety and Security, Associate Vice President for Academic Success, Director of the Student Health Center and Associate Dean for Residence Life or designee as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of the immediate threat to physical health/safety.
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant.
- Whether to put the investigation as an incident and/or pattern and/or climate.
- To help identify potential predatory conduct.
- To help assess/identify grooming behaviors.
- Whether to permit a voluntary withdrawal by the Respondent.
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning or No Trespass is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other Care Team subgroup. A VRA authorized by the Title IX Coordinator should occur in collaboration with the Care team subgroup. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in charge of failure to comply with the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 202, 302), nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

b. Dismissal (Mandatory and Discretionary)

King’s College (Recipient) must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by King's College (Recipient) (including buildings or property controlled by recognized student organizations), and/or King's College (Recipient) does not have control of the Respondent; and/or
- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of King's College (Recipient).

King's College (Recipient) may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein: or
- 2) The Respondent is no longer enrolled in or employed by King's College (Recipient); or
- 3) Specific circumstances prevent King's College (Recipient) from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, King's College (Recipient) will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

4. Counterclaims

King's College (Recipient) is obligated to ensure that the grievance process is not abused for retaliatory purposes. King's College (Recipient) permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after the resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

5.Regulation Providing False or Misleading Statements, Student Handbook, Regulation

It is prohibited for students to provide false or inaccurate information intentionally or records to College or local authorities and/or knowingly providing false statements, evidence, or testimony during an investigation or College proceeding. The intentional omission of information during an investigation, hearing, interview, or college proceeding is providing inaccurate information. (Student Code of Conduct, Regulation VI)

6. Right to an Advisor

The parties may each have an Advisor¹² of their choice present with them for all meetings and interviews within the

¹² This could include an attorney, advocate, or support person. The law permits one Advisor for each party (witnesses are not entitled to Advisors within the process, though they can be advised externally), but sometimes some King's

resolution process if they so choose. The parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.¹³

Choosing an Advisor who is also a witness in the process creates the potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing officer.

King's College (Recipient) will permit parties to have one Advisor and person for emotional support.

a. Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of King's College (Recipient) community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from King's College (Recipient), the Advisor will be trained by King's College (Recipient) and be familiar with King's College (Recipient)'s resolution process.

If the parties choose an Advisor from outside the pool of those identified by King's College (Recipient), the Advisor may not have been trained by King's College (Recipient) and may not be familiar with King's College (Recipient) policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

b. Advisors in Hearings/King's College (Recipient)-Appointed Advisor

Under the U.S. Department of Education regulations under Title IX, cross-examination (indirect questioning format) is required during the hearing but must be conducted by the parties' Advisors. The parties are not permitted to cross-examine each other or any witnesses directly. If a party does not have an Advisor for a hearing, King's College (Recipient) will appoint a trained Advisor for the limited purpose of conducting any cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct questioning, King's College (Recipient) will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Hearing Officer during the hearing.

The Recipient cannot guarantee equal Advisor's, meaning that if one party selects an Advisor who is an attorney, but that other party does not, or cannot afford an attorney, the Recipient is not obligated to provide an attorney.

c. Advisor's Role

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and initial interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

King's College (Recipient) cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not or cannot afford an attorney, King's College (Recipient) is not obligated to provide an attorney.

College may permit more than one advisor per party. If King's College (Recipient) allows more than one Advisor for one party, it shall do so for all parties.

¹³ "Available" means the party cannot insist on an Advisor who simply does not have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

d. Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and King's College (Recipient)'s policies and procedures.

e. Advisor Violations of King's College (Recipient) Policy

All Advisors are subject to the same King's College (Recipient) policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address King's College (Recipient) officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation¹⁴ during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Hearing Officer except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their advisors should ask for breaks to allow for a private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

f. Sharing Information with the Advisor

King's College (Recipient) expects that the parties may wish to have King's College (Recipient) share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

King's College (Recipient) also provides a consent form that authorizes King's College (Recipient) to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before King's College (Recipient) is able to share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, King's College (Recipient) will comply with that request at the discretion of the Title IX Coordinator.

g. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by King's College (Recipient). King's College (Recipient) may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by King's College (Recipient)'s privacy expectations.

h. Expectations of an Advisor

King's College (Recipient) generally expects an Advisor to adjust their schedule to allow them to attend King's College (Recipient) meetings when planned but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

King's College (Recipient) may also make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

i. Expectations of the Parties with Respect to Advisors

A party may elect to change advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

j. Assistance in Securing an Advisor

For representation, Respondents may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>).

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>),
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.]
- The Time's Up Legal Defense Fund: <https://nwlc.org/times-up-legal-defense-fund/>]
- Victims Resource Center
- PCAR

7. Grievance Process Pool

The Formal Grievance Process relies on a pool of administrators ("the Pool") to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees.

The list of Pool members and a description of the Pool can be found at www.mykings.edu/Pool.

a. Pool Member Roles

Members of the Pool are trained annually, and can serve in in the following roles, at the direction of the Title IX Coordinator:

- To provide an appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To investigate complaints
- To serve as a Hearing Officer regarding the complaint
- To serve as an Appeal Hearing Officer

b. Pool Member Appointment

Investigators:

Mr. Stephen Kopenis
Mr. Nicholas Gushka

Hearing Officers:

Mr. Thomas Butchko (employee cases)
Mrs. Veronica Giamusso (employee cases)
Mrs. Megan Casey (student cases)
Mr. Steven Matusiewicz (student cases)
Mr. Sean Cryan (student cases)

Appeal Officers:
Mrs. Holly Kulp (employee cases)
Ms. Cheryl Ish (student cases)

Advisors:
TBA

The Title IX Coordinator acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, King's College (Recipient) can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

c. Pool Member Training

The Pool members receive annual training based on their respective roles. This training includes, but is not limited to:

- The scope of King's College (Recipient)'s Discrimination and Harassment Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct the questioning
- How to assess the credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by the King's College (Recipient) with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to investigate and grievance process including hearings and appeals.
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing.
- Issues of the relevance of questions and evidence
- Issues of relevance to creating an investigation report that fairly summarizes relevant evidence.
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations

Specific training is also provided for Appeal Hearing Officers, Advisors (who are King's College (Recipient) employees), and Hearing Officers. All Pool members are required to attend these trainings annually. The materials used to train all members of the Pool are publicly posted on the web site.

8. Formal Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of the allegations,

- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that King's College (Recipient) presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be allowed to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about King's College (Recipient)'s policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that King's College (Recipient)'s Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to King's College (Recipient)'s VAWA Brochure,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official King's College (Recipient) records, or emailed to the parties' King's College (Recipient)-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

9. Resolution Timeline

King's College (Recipient) will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business daytime period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

10. Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool members to conduct the investigation, usually within two (2) business days of determining that an investigation should proceed.

11. Ensuring Impartiality

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator(s), and Hearing Officer may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the President of the College.

The Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

King's College (Recipient) operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by a preponderance of the evidence.

12. Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

King's College (Recipient) will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

13. Delays in the Investigation Process and Interactions with Law Enforcement

King's College (Recipient) may undertake a short delay in its investigation (several days to two weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

King's College (Recipient) will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. King's College (Recipient) will promptly resume its investigation and resolution process as soon as feasible. During such a delay, King's College (Recipient) will implement supportive measures as deemed appropriate.

King's College (Recipient) action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

14. Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses, obtaining available, relevant evidence, and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant.
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures.
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated.
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties.
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations.

- The notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party.
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings.
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible.
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide regular status updates to the parties throughout the investigation.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding.
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical, or documentary evidence will be included.
- The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including the evidence upon which King's College (Recipient) does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses.
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, including any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period.
- The Investigator(s) shares the report with the Title IX Coordinator for their review and feedback.
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.

15. Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of King's College (Recipient) are expected to cooperate with and participate in King's College (Recipient)'s investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Zoom or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictates a need for remote interviewing. King's College (Recipient) will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if

deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross-examination at a hearing, their written statement may not be used as evidence.

16. Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of and consent to audio and/or video recording.

17. Evidentiary Considerations in the Investigation

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

18. Referral for Hearing

Once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Hearing Officer–unless all parties and the Hearing Officer agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Hearing Officer depending on whether the Respondent is an employee or a student. Allegations involving student-employees in the context of their employment will be directed to the appropriate Hearing Officer, depending on the context and nature of the alleged misconduct.

19. Hearing Officer

King's College (Recipient) will designate a single Hearing Officer, at the discretion of the Title IX Coordinator. The single Hearing Officer will conduct the hearing. The Hearing Officer may have an advisor of their choosing.

The Hearing Officer will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the resolution process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Hearing Officers. Those who are serving as Advisors for any party may not serve as Hearing Officer in that matter.

The Title IX Coordinator may not serve as a Hearing Officer in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Hearing Officer or designee.

20. Evidentiary Considerations in the Hearing

Any evidence that the Hearing Officer determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming King's College (Recipient) uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Hearing Officer at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Hearing Officer renders a determination based on the preponderance of the evidence, whether it is more likely than not that the Respondent violated the Policy as alleged.

21. Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Hearing Officer will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Hearing Officer and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Hearing Officer on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Hearing Officer. For compelling reasons, the Hearing Officer may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and King's College (Recipient) will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Hearing Officer about the matter unless they have been provided already.¹⁵ The materials will be available on a file-sharing site (One hub) to view but cannot be copied or printed.
- An invitation to each party to submit to the Hearing Officer an impact statement pre-hearing that the Hearing Officer will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Parties must provide to the Hearing Office a list of anticipated questions for cross-examination at least two business days prior to the hearing. The Hearing Officer will review the questions for relevance and avoid repetition in questions.
- Whether parties cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of the term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by King's College

(Recipient) and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

22. Alternative Hearing Participation Options (Zoom or other technology)

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Hearing Officer at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Hearing Officer can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Hearing know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

23. Pre-Hearing Preparation

The Hearing Officer, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions unless all parties and the Hearing Officer assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Hearing Officer do not assent to the admission of evidence newly offered at the hearing, the Hearing Officer will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Hearing Officer at least five (5) business days in advance of the hearing. All objections to any Hearing Officer must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than two business days prior to the hearing. Hearing Officers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Hearing Officer a list of the names of all parties, witnesses, and Advisors at least five business days in advance of the hearing. Any Hearing Officer who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Hearing Officer is unsure of whether bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Hearing Officer at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Hearing Officer.

Parties must provide to the Hearing Office a list of anticipated questions for cross-examination at least two business days prior to the hearing. The Hearing Officer will review the questions for relevance and avoid repetition in questions.

24. Pre-Hearing Meetings

The Hearing Officer may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics the parties and/or their Advisors wish to ask or discuss at the hearing so that the Hearing Officer can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for reconsideration based on any new information or testimony offered at the hearing. The Hearing Officer must document and share with each party their rationale for any exclusion or inclusion at this pre-hearing meeting.

The Hearing Officer, only with the full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Hearing Officer will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Hearing Officer may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Hearing Officer may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded.

25. Hearing Procedures

At the hearing, the Hearing Officer has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Hearing Officer, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, and anyone providing authorized accommodations or assistive services. The Title IX Coordinator may be present at the hearing or will be available to the Hearing Officer for consultation on the hearing procedures.

The Hearing Officer will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Hearing Officer will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Hearing Officer and the parties and will then be excused.

26. Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

27. The Order of the Hearing – Introductions and Explanation of Procedure

The Hearing Officer explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Hearing Officer on the basis of bias or conflict of interest. The Hearing Officer will rule on any such challenge unless the Hearing Officer is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge.

The Hearing Officer then conducts the hearing according to the hearing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the Title IX Coordinator. The Hearing Officer may attend to logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

28. Investigator Presents the Final Investigation Report

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Hearing Officer and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Hearing Officer should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Hearing Officer will direct that it be disregarded.

29. Testimony and Questioning

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Hearing Officer. The parties/witnesses will submit to questioning by the Hearing Officer and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Hearing Officer. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Hearing Officer upon request or agreed to by the parties and the Hearing Officer), the proceeding will pause to allow the Hearing Officer to consider it, and the Hearing Officer will determine whether the question will be permitted, disallowed, or rephrased.

The Hearing Officer may explore arguments regarding relevance with the Advisors if the Hearing Officer so chooses. The Hearing Officer will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Hearing Officer will explain any decision to exclude a question as not relevant or to reframe it for relevance.

The Hearing Officer will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Hearing Officer has the final say on all questions and determinations of relevance, subject to any appeal. The Hearing Officer may consult with legal counsel on any questions of admissibility. The Hearing Officer may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Hearing Officer has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Hearing Officer at the hearing, the Hearing Officer may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Hearing Officer should not permit irrelevant questions that probe for bias.

30. Refusal to Submit to Cross-Examination and Inferences

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Hearing Officer may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Hearing Officer must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission. Similarly, statements can be relied upon when questions are posed by the Hearing Officer, as distinguished from questions posed by Advisors through cross-examination.¹⁶

The Hearing Officer may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Hearing Officer may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with King's College (Recipient)'s established rules of decorum for the hearing, King's College (Recipient) may require the party to use a different Advisor. If a King's College (Recipient)-provided Advisor refuses to comply with the rules of decorum, King's College (Recipient) may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

31. Recording Hearings

Hearings (but not deliberations) are recorded by King's College (Recipient) for purposes of review in the event of an appeal. The parties may not record the proceedings, and no other unauthorized recordings are permitted.

The Hearing Officer, the parties, their Advisors, and appropriate administrators of the King's College (Recipient) will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

32. Deliberation, Decision-making, and Standard of Proof

The Hearing Officer will deliberate to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. The preponderance of the evidence standard of proof is used.

When there is a finding of responsibility on one or more of the allegations, the Hearing Officer may then consider the previously submitted party impact statements in determining the appropriate sanction(s).

The Hearing Officer will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party. The Hearing Officer may – at their discretion – consider the statements, but they are not binding.

The Hearing Officer will review the statements and any pertinent conduct history provided by Title IX Coordinator and will determine the appropriate sanction(s) in consultation with other appropriate administrators.

The Hearing Officer will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions.

This report typically should not exceed three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

33. Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Hearing Officer to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within five business days of receiving the Hearing Officer's deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official King's College (Recipient) records, or emailed to the parties' King's College (Recipient)-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will identify the specific policy reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by King's College (Recipient) from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent King's College (Recipient) is permitted to share such information under state or federal law; any sanctions issued which King's College (Recipient) is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to King's College (Recipient)'s educational or employment program or activity, to the extent King's College (Recipient) is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by King's College (Recipient) to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

34. Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct.
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Hearing Officer.

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of and may be in addition to, other actions are taken, or sanctions imposed by external authorities.

a. Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations individually or in combination¹⁷:

- *Censure/Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any King's College (Recipient) policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Monetary fines*
- *Restitution for damages*
- *Housing Suspension*
- *Restricted from living off-campus.*
- *Required Counseling*: A mandate to meet with and engage in either King's College (Recipient)-sponsored or external counseling to better comprehend the misconduct and its effects.

- *Probation*: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions if the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Parental Notification*: if the student is placed on probation, suspended, or dismissed.
- *Suspension*: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at King's College (Recipient).
- *Dismissal*: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend King's College (Recipient)-sponsored events.
- *Other Actions*: In addition to or in place of the above sanctions, the King's College (Recipient) may assign any other sanctions as deemed appropriate.

b. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- *Warning – Verbal or Written*
- *Performance Improvement/Management Process*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Loss of Annual Pay Increase*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Suspension with pay*
- *Suspension without pay.*
- *Termination*
- *Other Actions*: In addition to or in place of the above sanctions, the King's College (Recipient) may assign any other sanctions as deemed appropriate.

35. Withdrawal or Resignation While Charges Pending

Students: If a student has an allegation pending for violation of the Policy on Equal Opportunity, Harassment, and Nondiscrimination, King's College (Recipient) may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide not to participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from King's College (Recipient), the resolution process ends, as King's College (Recipient) no longer has disciplinary jurisdiction over the withdrawn student.

However, King's College (Recipient) will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to King's College (Recipient). Such exclusion applies to all campuses of King's College (Recipient). A hold will be placed on their ability to be readmitted. They may also be barred from King's College (Recipient) property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely, and that student is not permitted to return to King's College (Recipient) unless and until all sanctions have been satisfied.

During the resolution process, King's College (Recipient) may put a hold on a responding student's transcript or place a notation on a responding student's transcript or dean's disciplinary certification that a disciplinary matter is pending.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as the King's College (Recipient) no longer has disciplinary jurisdiction over the resigned employee.

However, King's College (Recipient) will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

The employee who resigns with unresolved allegations pending is not eligible for rehire with King's College (Recipient) or any campus of the King's College (Recipient), and the records retained by the Title IX Coordinator will reflect that status.

All King's College (Recipient) responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

36. Appeals

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within five days of the delivery of the Notice of Outcome.

A single Appeal Hearing Officer will hear the appeal. No Hearing Officer will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Hearing Officer for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

a. Grounds for Appeal

Appeals are limited to the following grounds:

- (A) Procedural irregularity affected the outcome of the matter.
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, Investigator(s), or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Officer and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Officer will notify the other party and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Officer.

The other party and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Officer will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given five business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Appeal Officer to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Officer and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s), and/or original Hearing Officer, as necessary, who will submit their responses in five business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Officer will collect any additional information needed, and all documentation regarding the approved grounds and the subsequent responses and the Hearing Officer will render a decision in no more than five business days, barring exigent circumstances. All decisions apply the preponderance of the evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which King's College (Recipient) is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the King's College (Recipient) is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' King's College (Recipient)-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

b. Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

King's College (Recipient) may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

c. Appeal Considerations

- Appeal decisions are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for Appeal Officers to substitute their judgment for that of the original Hearing Officer merely because they disagree with the finding and/or sanction(s).
- The Appeal Officer may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Hearing Officer for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural error cannot be cured by the original Hearing Officer (as in cases of bias), the appeal may order a new hearing with a new Hearing Officer.
- The results of a remand to a Hearing Officer cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to King's College (Recipient) or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

37. Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program.
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties, even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by King's College (Recipient) to the Respondent to ensure no effective denial of educational access.

King's College (Recipient) will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair King's College (Recipient)'s ability to provide these services.

38. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Hearing Officer, including the Appeal Hearing Officer.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the King's College (Recipient) and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

39. Recordkeeping

King's College (Recipient) will maintain for a period of seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation.
2. Any disciplinary sanctions imposed on the Respondent.
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the King's College (Recipient)'s education program or activity.
4. Any appeal and the result therefrom.
5. All materials used to train Title IX Coordinators, Investigators, and Hearing Officers. King's College (Recipient) will make these training materials publicly available on King's College (Recipient)'s website.
6. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - a. The basis for all conclusions that the response was not deliberately indifferent.
 - b. Any measures designed to restore or preserve equal access to the King's College (Recipient)'s education program or activity; and
 - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable considering the known circumstances.

King's College (Recipient) will also maintain any and all records in accordance with state and federal laws.

40. Disabilities Accommodations in the Resolution Process

King's College (Recipient) is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to King's College (Recipient)'s resolution process.

Anyone needing such accommodations or support should contact the Director of Academic Skills and Disability Services or Human Resources if employee, who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

41. Revision of this Policy and Procedures

This Policy and procedures supersede any previous policy addressing harassment, sexual harassment/misconduct, discrimination, and/or retaliation under Title IX and will be reviewed and updated annually by the Title IX Coordinator. King's College (Recipient) reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws that frame such policies and codes, generally.

This Policy and procedures are effective August 14, 2020.

PART III: RESOURCES, EDUCATION, AND ASSESSMENT

Counseling, Medical, and Support Services

Victim Assistance Advocate- Sheehy-Farmer Campus Center, Room 100A, Main Level, Residence Life Suite 570-208-5856

The complainant's assistance staff member provides support to students who have been a complainant or witness of a violent incident on or near the College campus. The primary responsibility of the staff member is to inform complainants 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 complainant's assistance staff member provides follow up to the complainant after the initial incident and response. Follow up meetings/updates (through email/telephone) may continue after that for as long as the student and complainant's assistant feel it is necessary.

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 complainants 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 Resource Center (VRC) provides a wide range of services to men, women, and children who are complainants of crime. These services include a 24-hour hotline, support groups, counseling, and advocacy for complainants. The Victim Resource Center provides medical and legal accompaniment and offers support groups for complainants 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 Resource Center is private, confidential, and its services are free. Victim Resource Center can be reached by calling (570) 823-0765.

Domestic Violence Service Center (DVSC) is another local resource that 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 training for professionals.

Luzerne County also maintains a Protection from Abuse Office through which complainants can obtain protection in certain domestic violence situations. Information on this service is available from the Victim Resource Center, the College's Student Affairs Office, or the Executive Director of Campus Safety and Security.

Educational Programming and Prevention

Commonwealth of Pennsylvania law requires that educational programming in higher education includes

(P.L.1383, No.180) the following: (1) A discussion of sexual violence. (2) A discussion of consent, including an explanation that the complainant is not at fault. (3) A discussion of drug and alcohol-facilitated sexual violence. (4) Information relating to risk education and personal protection. (5) Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement. (6) The possibility of pregnancy and transmission of sexual diseases. (7) Introduction of members of the educational community from (i) Campus police or security and local law enforcement. (ii) The Student health center, women's center, and rape crisis center. (iii) Campus counseling service or any service responsible for psychological counseling and student affairs. (8) A promise of discretion and dignity. (9) A promise of confidentiality for complainants of sexual assault.

Because King's College recognizes sexual harassment/misconduct as an important issue, the College offers educational programming in several ways to several 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 methods with audiences throughout the institution. (VAWA/Clery)

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 complainants 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 harassment/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 Complainant's Resource Center, and other participants. The program works in conjunction with topics that are discussed in HCE 101: Holy Cross Experience, a one-credit course that all first-year students take. Also, the program bridges into a required part of HCE 101, where all incoming students take complete computer modules that include sections on drugs and alcohol and a dedicated section on sexual harassment/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.

Assessment and evaluation, the oversight committee

King's College, on a biannual basis, conducts a survey assessing the educational programs, the policy, and campus climate related to sexual harassment. The results of the assessment will be made available to members of the college community.

King's College maintains a Title IX Oversight Committee that will meet twice an academic year to review the policy, educational programming, assessment information, and make recommendations to the Title IX Coordinator(s). The committee will include the Title IX Coordinators, hearing officers, investigators, appeal officers, a member of the Counseling Center staff, a faculty member, and a representative for the Student Government.

RESOURCES

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

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 Resource Center: telephone: 570.823.0765, 360 East End Shopping Center, Wilkes-Barre, PA 18702
- 24 Hour Complainants 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 Complainants of Crime: www.complainantsofcrime.org
- Stalking Resource Center, telephone: 202.467.8700 <http://www.complainantsofcrime.org/our-programs/stalking-resource-center>

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