

**Lake Erie College  
2011-2012  
Student Success Planner**

**I have received a copy of the 2011-2012 Student Success Planner and Handbook. It is intended as a guide to the privileges and responsibilities of membership in the College community and I understand that it is my responsibility to become familiar with the standards, regulations and policies of Lake Erie College.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please tear this page out after signing and return to the Student Life Office, Holden Center 120.**

Welcome to the 2011-2012 Academic Year!

I am pleased to welcome you to the Lake Erie College community. The entire community of faculty, administration and staff are here to make this an enjoyable and successful year for you.

Lake Erie College is a special place. It's a place to "Get In and Stand Out" It is a community of scholars where you are known by your name and your contributions. Participation is important. To take full advantage of this community you must step outside your comfort zone, try new social, cultural and intellectual opportunities and really get to know people. It is a place where you will be challenged to think, grow, learn, lead and excel. It is also a place where your growth is supported and celebrated. The information presented in this planner will help you navigate your new experiences at Lake Erie College. We want you to "Get Involved and Be Outstanding!"

The Student Affairs staff is here to assist you in your transition to independence. We look forward to supporting and celebrating your growth and achievements during your "Lake Erie years". We are here for you!

Robin McDermott  
Vice President for Enrollment Management and Student Affairs

# **Student Success Planner and Handbook**

(Revised Summer 2011)

## **STUDENT HANDBOOK**

The *Student Handbook* is designed to furnish information about Lake Erie College policies, regulations, standards and services. It is intended as a guide to the privileges and responsibilities of membership in the College community. Each Lake Erie College student is responsible for reading the *Student Handbook* so that he/she may understand the policies and regulations by which he/she is bound. Policies and regulations are subject to constant review and revision by students, staff, faculty and administration. The College reserves the right to change any provision, regulation or requirement set forth herein.

## **MISSION STATEMENT** *(Approved by Board of Trustees, April 2007)*

In the context of a long liberal arts tradition, Lake Erie College provides distinctive undergraduate and graduate programs that prepare students to meet career and life challenges as educated and responsible citizens of local, national and international communities.

## **INSTITUTIONAL OVERVIEW**

Founded in 1856, Lake Erie College is an independent, coeducational institution located thirty miles east of Cleveland, Ohio, offering instruction at the baccalaureate and master degree levels. Programs of study are founded in the liberal arts and are offered through the Division of Management Studies, Education, Arts and Sciences (Social Sciences, Fine Arts, Mathematics, Humanities and Sciences) and Equine Studies. The College seeks to accommodate traditional and nontraditional age students on both a full-time and part-time basis.

The College is located in Painesville, the seat of Lake County, in the heart of the Western Reserve. The small-town setting and historic homes surrounding the campus provide a traditional academic environment, while the proximity to Cleveland offers the cultural advantages of a major metropolitan area. The campus consists of 19 buildings of both traditional and contemporary styles. Five miles south of campus is Morley Farm, whose eighty-six acres are home to the George M. Humphrey Equestrian center and Victor Manor House, residence of the College President and site of a variety of College and community activities.

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## **Campus Telephone and Office Directory**

*Campus Map is available on the back cover of this document*

*Comprehensive directory is available on the web <http://www.lec.edu/directory>*

Academic Affairs	Kilcawley	7222
Academic Learning Center	Garfield	7178
Activities	HC 120	7507
Admissions	CH 100	7050
Advising	CH 119	7111
Alumni Relations	Mathews House	7204
Athletics	Jerome T. Osborne Family Athletic & Wellness Center	7470
Bookstore	HC 1 <sup>st</sup> floor	7530
Bursar	CH 117	7020
Career Services	CH	7080
Disability Accommodations	SSC	7426
Education Department	CH	7155
Equestrian Center	EQ	8000
Food Service- Metz	HC 2 <sup>nd</sup> floor	7520
Financial Aid	CH 107	7100
Fine Arts Department	FA	7455
Housing/ Residence Life	HC 120	7508
Human Resources	Kilcawley	7210
Information Technology	HC 3 <sup>rd</sup> floor	7580
Intramurals	Jerome T. Osborne Family Athletic & Wellness Center	7468
Library	Library	7400
Maintenance	Service Department	7550
Management Studies	CH 3 <sup>rd</sup> floor	7115
Mailroom	CH Lower Level	7025
Operator	CH 1 <sup>st</sup> floor	0 or 7000
President's Office	Kilcawley	7200
Registrar	CH 114	7010
Security	HC 1 <sup>st</sup> floor	440/375.7575
Student Employment	CH 200	7080
Student Life	HC 120	7505
WOW	Mathews House	7040

## **OFFICIAL INFORMATION**

### Campus Emergencies

In the event of a serious incident involving Lake Erie College students, personnel or property call 911. Please then call LEC Security 440/375.7575. Security will notify the appropriate College officials.

Students, faculty and staff will receive the College's Emergency Response Plan at the beginning of the academic year. In the event of a safety emergency, information will be posted on the main website and if necessary, the Penn Alert System will be activated with a message for further instruction.

### Cancellations

If the College is closed due to inclement weather or for other reasons, local radio and television stations will be notified through the Office of Public Relations and Marketing. Daily cancellation information is available on the home page of the website, [www.lec.edu](http://www.lec.edu), or students may call the class cancellation line at 440/375.7260.

### City of Painesville

Lake Erie College is located 30 miles east of Cleveland in the City of Painesville which is one of 23 municipalities in Lake County in Northeast Ohio. Covering 7.903 square miles, Painesville is approximately 2.5 miles south of Lake Erie.

Painesville is a college-friendly community that features a charming town square with access to restaurants and retail shops. Additionally, the 75-acre Kiwanis Recreation Park is within walking distance. The City's Parks and Recreation Department sponsors an extensive year-round schedule of activities for individuals of every age.

With the City's police and fire stations two blocks from campus, the College has forged close-working relationships with those agencies. The Police and Fire Departments have even collaborated with the College to conduct emergency drills.

According to the 2000 Census, the City of Painesville is the fourth largest municipality in Lake County (17,503), following the cities of Mentor (50,278 residents), Willoughby (22,621), and Eastlake (20,255). It is also the seat of Lake County government. For more information about the City, visit [www.painesville.com](http://www.painesville.com).

### Directory Information

Lake Erie College may release directory information in accordance with the provisions of the law as defined in Title IX. Directory information relating to a student is defined as the following: name, telephone number, date, place of birth, academic major, dates of

attendance, degree(s) earned, honors, awards, scholarships, honor societies and Dean's Lists recognition, officially recognized campus activities or sports, and the height and weight of members of athletic teams.

Students have the right to request that Lake Erie College withhold any or all information designated as directory information. Written requests to withhold specific information must be submitted to the Registrar within two weeks (14 days) after the first day of classes for the student's first semester of attendance. Requests will be honored for one year. Authorization to withhold information for successive years must be filed annually with the Registrar.

### Educational Records

Educational records at Lake Erie College are considered those student records that are kept in the offices of the Registrar, Student Life, Admissions, Financial Aid, Academic Advising, Vice President of Academic Affairs, and in the respective offices housing records of individual academic programs and advisors.

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides access for students to their educational records; permits them to challenge the accuracy of the information in those records; and limits the release of such information without their explicit consent. Lake Erie College makes available to students those records that students are entitled to review. The College affirms the importance of the confidentiality of student educational records.

Without written consent from the student, no unauthorized persons will have access to, nor will the College disclose information from, any student's educational records other than that which is classified as directory information. The exception to this would be persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation duties, governmental representatives, persons acting in compliance with a judicial order, and persons in an emergency acting to protect the health or safety of a student. The aforementioned exceptions are permitted under the law.

Within Lake Erie College, only College personnel acting in students' educational interest and within the limitation of their "need to know" are allowed access to specific educational records.

Educational records do not include: records of instructional, administrative, and educational personnel that are the sole possession of the maker, and are not accessible or revealed to any individual except a temporary substitute; student health and personal counseling records, minus health records that may be reviewed by physicians of the student's choosing; student employment records, and alumni records.

Students may not inspect financial information submitted by their parents or confidential letters and recommendations associated with admissions, employment, or honors. The College will only permit access to that part of the record pertaining to the student's specific request. Lake Erie College does not permit access to confidential letters and recommendations placed in a student file prior to January 1, 1975.

### Equestrian Van

A van runs between the Main Campus and the Equestrian Center at regular hours that will be announced at the beginning of each semester to coordinate with student class schedules

### Logo Use

The Lake Erie College logo and all other College-owned logos (Stormy, College seal, Get In. Stand Out., Rage On! etc.) are the property of the College and may not be used on printed materials unless approved by the Office of Public Relations and Marketing. Student groups should not print these items on clothing, give-away items, posters, etc. without prior approval.

### Nondiscrimination, Equal Opportunity and Title IX

Lake Erie College, in accordance with Title IX of the Civil Rights Act of 1964, operates in a non-discriminatory manner with regard to race, color, age, or national origin. As required by Title IX of the 1972 Educational Amendments, Lake Erie College does not discriminate on the basis of sex in its educational programs, activities or employment policies. The College provides equal opportunities to qualified persons with disabilities in accordance with the Americans with Disabilities Act. Lake Erie College is an Equal Opportunity Employer and Educator and does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, handicap, disability, or veteran status. The Vice President for Administration and Finances serves as the Title IX Officer.

### Photography Statement

In the course of college life and participation in campus classes and activities, the College often has photographers taking photos of events, activities and daily life. These photos may be used for College promotion in advertising, printed collateral, website and other outlets. Students will not be compensated if their image is used for the promotion of the College. The Office of Public Relations and Marketing assumes permission for photography from all students unless instructed otherwise by an individual.

### Student Notification of Rights

Educational records containing personally identifiable information are confidential and will not be released to third persons, except as authorized by law. Students and parents, if dependent for Internal Revenue purposes, have a right (with certain exceptions) to inspect educational records as defined by the applicable statute. Application to inspect educational records should be made to the Registrar. If students believe their educational records are

inaccurate, they have a right to a hearing on the merits to correct the records. Should the outcome of the hearing deny the request, students have the right to file a letter of rebuttal that will be maintained as a permanent part of the educational record. Students have the right to file complaints concerning failure by Lake Erie College to comply with the Acts Office, U.S. Department of Health, Education and Welfare, 200 Independence Avenue, SW, Room 526-E, Washington, DC 20201. For further details concerning rights under the law, students should consult the Registrar.

## **ACADEMICS**

*Information in this section may have changed or been updated after printing this document. Refer to the 2011-2012 Academic Catalog to ensure accuracy.*

### Academic Advising

[advising@lec.edu](mailto:advising@lec.edu)

Every student at Lake Erie College is assigned a faculty advisor within his or her major area of study. Advisors will assist students with formulating educational goals or career plans, explaining College policies, and selecting courses each term. Each student is required to meet with his or her advisor each term prior to registering for classes online through LEO. Students who are still exploring possible majors will either have a representative from the Office of Academic Advising, or a designated faculty member assigned as their advisor.

*LAKE ERIE ONLINE (LEO)* is a secure online registration/information system available to all Lake Erie College students. Using this system, students can register for classes; view their schedule, grades, or academic transcripts; review financial aid information; make payment arrangements; download course materials, and more.

### Academic Learning Center (ALC)

[tutoring@lec.edu](mailto:tutoring@lec.edu)

The Lake Erie College Academic Learning Center serves as a focal point – within the College community – for the creation and promotion of an enriched learning environment where all students have the opportunity to fulfill their academic potential. The Academic Learning Center provides students with a range of services to enhance specific academic skills, and thereby increase their prospects for academic success. The Center is divided into three primary areas: the Writing Center, a Math Lab, and Tutorial Services.

The mission of the Lake Erie College Writing Center is to assist students in becoming stronger, more confident writers. The Writing Center is open to any student who wants to enrich his/her writing or develop presentations for class. The Writing Center is not limited by discipline – students from all classes and majors are welcome in the Writing Center.

Writing Assistants can provide help in all areas of the composition process. Whether students need help understanding the text, generating ideas, writing a paper draft, editing their work for clarity and conciseness, or working on sentence level grammar and structure concerns, the Writing Center is there. In addition to written communication, Writing

Assistants can provide assistance in developing class presentations. Writing Assistants will not do the work for the student, but the Writing Center supplies a space where students can think through their ideas and talk with a trained peer about ideas, goals, and plans for the assignment. Each Writing Assistant must first complete a semester-long course in Composition and Writing Center Theory as part of their initial training.

The Math Lab is available on a walk-in basis for students to be able to get help with any mathematics courses in which they may be enrolled. Some math courses require students to attend the Lab on a weekly basis during which time they are encouraged to work in small groups on classroom assignments, review for upcoming exams, or ask questions about concepts with which they may be having difficulty. The purpose of these directed Math Lab sessions is to provide students with additional hands-on learning opportunities to effectively supplement the material covered in the classroom. Oversight of the Math Lab is maintained by the Math Lab Director and the Math Lab Assistant Specialist, both of whom are available, along with a number of peer tutors, to assist students during the hours of operation.

Students may request assistance in any subject area not already covered by the Writing Center, Math Lab or Tutorial Services. Requests may be made directly through the Academic Learning Center section (under the Student tab) of Lake Erie Online (LEO), by email at [tutoring@lec.edu](mailto:tutoring@lec.edu), or by contacting any member of the Academic Learning Center staff.

To ensure a high level of competency, all peer tutors have secured the recommendation of a full-time faculty member, and have demonstrated a high level of proficiency in advanced coursework. All tutoring services are free to Lake Erie College students, and are offered throughout the week at convenient times in the morning, afternoon, and evening. The hours of operation for all of the ALC services are posted on LEO, on posters that are visible across campus, and also through regular email updates.

### Academic-Athletic Conflicts

At the start of each semester, student-athletes must determine if any conflicts exist between their academic (classes, projects, trips, etc.) and athletic (competitions, away games, etc.) schedules. It is the *student's responsibility* to discuss these conflicts with his/her instructors. No classes are to be missed for practices. Further, student-athletes must notify their instructors, and make the necessary arrangements to complete missed assignments, take exams, or secure lecture notes, per the policy above.

Upon notification of any non-scheduled contest (make-up games, postseason tournaments, etc.), the student-athlete must notify his/her instructors whose classes are in conflict and make arrangements to talk face to face with them immediately.

### Change of Schedule/Withdrawing from Classes

Registration changes can include adding, dropping, withdrawing, auditing, or taking a class pass/fail. Any change of registration must be completed and submitted to the Registrar's Office within the published deadline. Students receiving financial aid should first check with the Financial Aid Office before adding or withdrawing from a class. All students must consult with their advisors before making any course changes.

If a student misses a published deadline because of special circumstances (such as a serious illness), a Late Action Form must be completed and accompanied by documentation (such as a physician's written statement) supporting the request and returned to the Registrar. This process may take up to ten (10) working days. Withdrawal from classes is not guaranteed if it is past the withdrawal deadline for that semester. The Tuition Refund policy is posted on the website. Please note that 100% refund of tuition is available only before and through the first week of the term. Neither ceasing to attend, with or without notifying the instructor, nor nonpayment of tuition constitutes withdrawal and will therefore result in academic and financial penalties.

### Grades

Grades are viewable online through LEO. Grades are not sent through US mail. Students' grades, transcripts, and diplomas will be withheld in the case of any financial indebtedness to the College.

### Grade Appeal Process

Under ordinary circumstances, faculty members reserve the right to give the final grade to a student. To change a final grade, there must be compelling and justifiable reasons to implement a grade appeal process.

1. Students must first contact the faculty member issuing the grade in an attempt to resolve the issue. Students must contact that faculty member immediately upon receiving the final grade for the course.
2. If the issue is not resolved to the student's satisfaction, the student must appeal to the Dean of the area.
3. If the issue is still not resolved to the student's satisfaction, the student must appeal in writing to the Academic Standards Committee (ASC) within one month of receiving the grade.
4. The student must present compelling specific reasons in writing in order for ASC to initiate further action. Some of the specific reasons include, but are not limited to: clerical error not acknowledged by the faculty member, harassment, change in grading standards during the term and gross incompetence.
5. ASC will contact the faculty member in question in order to provide a platform for him or her to present the rationale for the grade in question.

6. If ASC believes that the “probable cause” warrants further review, then a Grade Appeal Committee will be formed.

The Grade Appeal Committee is composed of the following:

- A member of ASC
  - A member of the faculty within the same, or a similar, academic discipline appointed by the ASC
  - A faculty member outside of the discipline, appointed by the ASC
  - Student Government President or appropriate designee
7. The student must provide to ASC all relevant information for determining the final grade, including written assignments, attendance, papers, etc., in advance.
  8. ASC will adopt the recommendation from the Grade Appeal Committee and inform the Registrar, faculty member and student of any changes in a timely fashion.
  9. The faculty member may make the grade change at any time in this process and must notify ASC of doing so.

### Missed Class Policy

The policy of Lake Erie College is that students are expected to attend all classes and complete all assignments and/or examinations during the posted times. Circumstances occasionally dictate that not all students are able to attend all classes. Absences therefore fall into three main categories: a) absences because of other class activities; b) absences because of official College functions; and c) absences due to personal/medical reasons. Regardless of the reason for the absence, the responsibility is upon the student to contact his/her instructor before the absence so that a mutually agreeable solution can be reached regarding the work to be completed and how the course grade may be affected in light of the absence(s). **If the student and instructor are not able to negotiate a mutually agreeable solution, the student has the option of appealing to the Dean of the area for a final verdict.** In the event of absences due to personal/medical reasons in which prior notice was not possible, instructors may require students to provide documented proof of the emergency.

Individual instructors may establish attendance standards in their course syllabi which become criteria for assessment and evaluation. Students accumulating absences in excess of these standards risk significantly lowering their grade, and may thereby jeopardize their academic standing as a result.

### Probation

The Academic Standards Committee of the Faculty (ASC) reviews the academic progress of all students at the end of each term. A student whose cumulative grade point average falls below the minimum 2.0 required for graduation will be placed on academic probation by the committee for the following semester. While on probation, students are limited to a maximum of 12 credit hours and are required to attend all classes. Students admitted on

probation or placed on probation will be restricted from intercollegiate athletics competition, equestrian competitions, fine arts performances, and leadership officer positions with College recognized student organizations. Any student who cannot raise the level of performance to above a 2.0 cumulative GPA may be refused permission to continue as a degree candidate. In order for the ASC to provide a consistent and fair academic dismissal process, the following guidelines have been established:

- When a student performs inadequately by achieving a cumulative grade point average under 2.0, he or she will be placed on academic probation for the entire upcoming semester according to the process already determined by the Committee. A student placed on probation will be informed that he or she has one semester in which to raise his or her cumulative grade point average to the 2.0 level.
- While on probation, the student must meet at least twice monthly with his or her assigned Academic Mentor during the probationary semester. The student is furthermore limited to a maximum of 12 credit hours while on probation. The college reserves the right to alter the student's schedule to accommodate the 12 credit hour maximum.
- If the student has failed to obtain a cumulative GPA of 2.0 or greater at the end of the probationary semester, the individual may be academically dismissed.
- Any student who is academically dismissed will receive a certified letter with return receipt requested. It is the student's responsibility to be aware of their academic status.
- The dismissal letter will state that the student has two calendar weeks (14 days) from the date of the letter to appeal the dismissal.
- The Academic Standards Committee will meet as soon as possible after the appeal deadline, but in no case longer than two weeks (14 days) from the appeal deadline date, to make a determination as to whether to revoke the previous dismissal decision.
- A letter notifying the appellant student of the decision of the Academic Standards Committee will be sent by the Registrar within three (3) working days of the date of the appeal decision. In the event that a student is allowed to return, he or she may be required to fulfill additional requirements by order of the Academic Standards Committee.

### Registering for Classes

Following a meeting with an academic advisor, and having received registration clearance, students are eligible to register online via LEO at [www.lec.edu](http://www.lec.edu). Registration is by class/credit hour rank.

### Registrar's Office

[registrar@lec.edu](mailto:registrar@lec.edu)

The Registrar's Office is responsible for maintaining academic records, evaluating transfer credit, and certifying students for graduation. Transcript requests, change of major

(undergraduate only), change of academic advisor, change of name and address, and all course registration activities are handled through the Registrar's Office.

### Reinstatement/Readmission to the College

A student who wishes to be reinstated following a Leave of Absence must contact a number of offices at Lake Erie College to begin the process. The Office of Academic Advising in consultation with the Registrar will assist with scheduling classes; Student Life will arrange for campus housing if space permits; and the Financial Aid Office will inform the student of the necessary steps needed to apply for assistance for which he or she demonstrates eligibility. These offices should be contacted as early as possible prior to the semester in which the student intends on returning.

Any student who has withdrawn from Lake Erie College to attend another institution must apply for admission as a transfer student. In this case, he or she must contact the Admissions Office for a new application form to initiate the process.

### Repeat Course Policy

Any student receiving a grade of C- or lower in a course may retake that course one time. In the case of a repeated course, only the higher grade of the two attempts will be used to calculate the cumulative GPA. If the grade received is an F, the student may repeat the course until credit is earned. Only the first F is forgiven; every subsequent grade will be used to calculate the cumulative GPA.

Grades from all course attempts will appear in the student's academic record. A student may retake no more than two courses for which he or she earns a grade of C-, D+, D or D-. Credit hours for a repeated course, or its equivalent, will apply only once for the purposes of meeting degree requirements. Only credit hours from a first course attempt will count for *Progress Toward Degree* requirements.

### Statement of Academic Honesty

Liberal education is about the search for truth. Lake Erie College hopes to educate in a number of different ways, and it hopes to prepare students to play an active role in today's society. However, at its core, this college is about a quest. This is a place to struggle with new ideas and new perspectives, and to have one's fundamental beliefs challenged. Our goal is to introduce students to the beauty of classical thought, the joy of the arts, as well as the depth and majesty of the sciences. Here we attempt to engage the minds of students to think in ways that they have not before, to learn to speak the languages of other people, and to become better, more complete individuals.

Academic dishonesty is a complete betrayal of this mission and will be taken seriously at Lake Erie College. We believe that a student who has been punished for three separate incidents of academic dishonesty should be expelled from the college.

Individual faculty members determine what consequences students will face for academic dishonesty in their classes, but the College can elect to take further action.

### Procedure

1. After a faculty member has imposed a penalty for academic dishonesty in his/ her class, the student's name, along with supporting materials documenting the case, will be sent to the Registrar's Office to be kept in a confidential file. In order to protect the privacy of students, faculty will not have access to the file and may not be informed of the contents of the file. The Registrar's Office will inform the Vice President of Academic Affairs, and a letter will be sent to the student reminding him/her of this policy.
2. If the Registrar's Office receives notice that the same student has been punished in a second incident, the Registrar's Office will inform the Vice President of Academic Affairs and a letter will be sent to the student informing him or her that a third offense will result in expulsion from the College. A copy of the letter will also go to the Academic Standards Committee.
3. If the Registrar's Office receives notice that a student has been punished in a third incident, the Registrar's Office will inform the Vice President of Academic Affairs and a letter will be sent to the Academic Standards Committee recommending that the student be expelled from the College. The Academic Standards Committee will then take the action it has deemed appropriate.
4. Records of academic dishonesty will be purged from the Registrar's file and destroyed once the student graduates. If a student is expelled from the college, the file will be kept indefinitely.

### Appeals Procedure

1. A student who receives a letter notifying him or her of expulsion from Lake Erie College resulting from his or her academic dishonesty will have fourteen (14) business days from the date of the letter to submit an appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will then notify the Academic Standards Committee of the appeal, and receive from that body a written rationale for the expulsion. Once the rationale has been received, the Vice President of Academic Affairs will render a decision on the student's appeal within fourteen (14) business days.
2. Expulsion is effective immediately upon notification of the student, even if the expulsion is being appealed. Thus, a student may not attend classes while his or her appeal is being considered.
3. The Vice President of Academic Affairs' decision regarding an expulsion is final.

### Transcript Requests

Written requests for transcripts are accepted by mail, fax, or in person through the Registrar's Office. Preprinted request forms can be obtained at [www.lec.edu/registrar](http://www.lec.edu/registrar) under "Requesting a Transcript" on the left side of the page. All requests need to include: complete name (including previous names), social security number, date of last attendance, number of transcripts needed, and a complete mailing address. The signature of the student requesting the transcript must also appear. A transcript fee of \$5.00 per copy must be included when a request is made. Allow up to five (5) business days after receipt of the request for a regular transcript to be issued. An official transcript can be issued directly to institutions and employers. Students may obtain an unofficial transcript from *LEO*.

### Verification of Enrollment

Certificates of enrollment for loan deferments, child care, insurance, and tuition reimbursement are completed in the Registrar's Office only after the second week of classes of each term.

### Withdrawal from the College

Lake Erie College hopes that every student who enrolls will continue until completion of his or her degree program. If, however, circumstances necessitate that a student must leave, he or she needs to follow the appropriate procedure for officially withdrawing from the College. The student must schedule a meeting with the Registrar's Office at which time the student will complete an official withdrawal form. Depending on the circumstances, the student has the option of taking a Leave of Absence for the duration of a semester or a full academic year; or, the student can permanently withdraw from Lake Erie College. All potential options will be discussed at the time of the meeting.

Copies of the official withdrawal form are provided to the offices of Financial Aid, Accounting, and Student Life. Upon receipt of the official withdrawal form, personnel in these offices will take the appropriate actions to facilitate this process with regard to each student's circumstance.

### Involuntary Medical Withdrawal

When, in the judgment of the College, an individual's behavior is disruptive to the educational and living environment which the College seeks to maintain, that student may be required to undergo psychological evaluation and/or an investigation by a College Medical Withdrawal Panel for mandatory withdrawal from the College. The Medical Withdrawal Panel will consist of the Director of the Student Success Center (or designee); Director of Academic Advising (or designee); and Dean of Students (or designee) who will chair the panel.

Mandatory psychological evaluation and withdrawal will be considered in cases where there is a threat of danger to self, others or property, or disruption of the educational process and mission of the College. If a student engages in suicidal behavior, the College will respond in accordance with the *Suicide Gesture Response Policy* described in this Student Handbook. The College will make every effort to work with the student involved, but reserves the right to contact the student's parents/legal guardians or spouse.

The College may remove a student from the residence halls or from attending classes or from the campus on a temporary basis pending the outcome of an evaluation and/or hearing for a mandatory withdrawal if the student presents a risk to self, others or property. Locating an alternate place to stay, if removed from campus is the responsibility of the student and/or their parent(s)/legal guardian(s) or spouse.

### **ACCOMODATIONS FOR STUDENTS WITH DISABILITIES**

Lake Erie College does not discriminate in its recruitment, admission or treatment of students. The College makes reasonable accommodations to ensure that the academic program is accessible to the greatest extent possible by all students with disabilities. In particular, the College adheres to the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Family Education Rights and Privacy Act of 1974.

It is the policy of the College to make services available to any student who, through a recent assessment, can provide documentation of a disability. Students, however, must meet all eligibility requirements to be admitted.

Students requesting accommodations must provide the College with official documentation of any disability, from a medical doctor, psychiatrist, psychologist or other qualified professional. For specific learning disabilities, this should include a copy of the multi-factored evaluation, and a copy of the student's most recent individualized education plan (IEP). The documentation must be no more than three years old, if the student was tested before age 21 and within a five year period in the case of adults tested after age 21. Documentation must contain the date of assessment and the diagnosis. It must list the assessment tools utilized, describe the functional limitations of the disability and support the need for specific accommodations. The documentation must include relevant recommendations regarding the curriculum, as well as testing considerations. No accommodation will be assured until the appropriate documentation is on file. Lake Erie College reserves the right to require that a student provide more complete and/or updated documentation at any time. All records are confidential.

It is the responsibility of students with disabilities to seek available assistance at the College and to make their needs known to the Director of the Student Success Center. The students must meet with the Director upon admission to the college or when a disability becomes

known to discuss any special needs. All assistance/accommodation are coordinated through the Director of the Student Success Center. Accommodations are reviewed each semester by the Director, the student and a consultant in the area in which the disability occurs, if necessary. While Lake Erie College will provide reasonable accommodations, academic success is the student's responsibility. Instructors will be expected to assist with the provision of accommodations when reasonable and necessary. Instructors are not expected to compromise essential elements of the course or evaluation standards.

Some of the accommodations which may be available to students with documented disabilities include textbooks on CD, professional and peer tutoring, peer and professional editing, time management and organizational assistance, personal coaching for success, additional time for testing and testing in a distraction reduced environment. (Please note that testing in the Student Success Center is available only to students with documented disabilities. Students are required to make an appointment with the Success Center [[successcenter@lec.edu](mailto:successcenter@lec.edu)] no less than 24 hours prior to test administration.) For further information, please contact the Director of the Student Success Center at 440/375.7426.

## **ATHLETICS**

### Facilities

The Jerome T. Osborne Family Athletic & Wellness Center, originally opened as the Athletic & Wellness Center in August of 2004, is the central hub on campus for Lake Erie College Athletics. The facility houses the offices for the Department of Athletics and hosts varsity contests for basketball, volleyball and wrestling in its 750-seat arena. The building also houses a multi-purpose gymnasium which hosts various varsity practices, intramurals and recreation. A suspended indoor jogging track encircling the multi-purpose gym and a fully-equipped fitness center on the upper level complete the major components of the building. Outdoors, the soccer and softball teams practice and sometimes compete on campus on Jack Slattery Field. Downtown Painesville's Kiwanis Recreation Park hosts several teams. Jack Britt Memorial Stadium, with its recently installed ProGrass MonoTurf artificial surface, hosts Storm football and soccer in the fall and lacrosse in the spring. The baseball team plays at Braggs Field and also plays a portion of its season at Classic Park, home of the minor league Lake County Captains, in Eastlake. The softball team also plays its home games in "Rec Park." Other sports, including swimming and diving, track and field, golf and tennis, utilize off campus sites located within a short distance from campus.

### Varsity Teams

Lake Erie offers 23 varsity sports for the 2011-12 athletic year, 12 for men and 11 for women. In the fall, there is football, men's and women's soccer, women's volleyball, men's and women's cross country, men's and women's golf, and women's tennis. Men's and women's basketball and swimming and diving are offered in the winter as well as wrestling and men's and women's indoor track. Baseball, softball, men's and women's lacrosse, men's tennis, and men's and women's outdoor track are the spring sports. General admission to

ticketed, regular season, on-campus events is free for current students. Tickets, when necessary, may be picked up with a valid student identification card. Lake Erie's teams compete at the NCAA Division II level. The institution is a member of the Great Lakes Intercollegiate Athletic Conference (GLIAC) for all sports except lacrosse (East Coast Conference) and wrestling (independent). The college is a member of the East Coast Athletic Conference and Lake Erie's teams compete for berths in the various ECAC post-season tournaments.

### Nickname and Colors

Lake Erie teams are called the Storm. The name was selected as the result of a contest, which took place when the institution became fully coeducational in the late 1980s.

Previously, Lake Erie's teams were known as the Unicorns. The official team colors for all Storm teams are green and white, with black as a trim/accent color.

### Website

The home of Lake Erie Athletics online is [www.LakeErieStorm.com](http://www.LakeErieStorm.com). The site features news and information on all 23 teams, blogs, videos, live broadcasts and more. In addition, fans and students can follow the Storm on a variety of social networking sites like Twitter ([www.twitter.com/lacsports](http://www.twitter.com/lacsports)) and Facebook (search Lake Erie College Athletics).

### Intramurals

A variety of intramural sport offerings are posted throughout the academic year. Typically, competition is available in volleyball, basketball, tennis, indoor soccer, as well as other sports.

### Club Sports

Though not operated directly by the Athletic Department, sports participation at the club level has previously included sports such as fencing and rowing. When interest warrants, other sports may be added at the club level.

### Recreation

Usage of the athletic facilities for fitness and recreation is offered for current students, during posted days and hours, with a valid Lake Erie College ID. This may include use of the pool. Lockers and locker room facilities are available on a daily use basis. Users must supply their own towels and way to secure their belongings, if unattended.

## **BOOKSTORE**

The Lake Erie College bookstore is located on the first floor of the Holden Center. The bookstore sells textbooks that correspond to specific course numbers and professor requests. Students may also purchase Lake Erie College apparel, memorabilia and other items. During the end of the fall and spring semesters, the bookstore also sponsors "Book

Buyback” which allows students to sell their books back for a partial refund of some of the purchase price.

## **BURSAR’S OFFICE**

**[bursar@lec.edu](mailto:bursar@lec.edu)**

The Bursar’s Office collects data from various college offices to create student billing information (Student Accounting). Responsibilities of the Bursar’s Office include receiving tuition and fee payments, coordinating book vouchers, time payment plan assistance, distribution of refund checks and payroll checks. Billing statements are not mailed but are accessible through *LEO (Lake Erie On-line), Course and Fee Statements*.

## **CAREER SERVICES**

**[career@lec.edu](mailto:career@lec.edu)**

The Office of Career Services and Internships offers a variety of services to assist students in their career development at every point during their Lake Erie College experience. From exploring a major, developing resumes and interviewing, the internship search, researching full-time and part-time positions and searching for campus employment, the office of Career Services and Internships will be a partner in the process.

It is the goal of the Career Services and Internships Office at Lake Erie College to connect students and alumni with employers for their mutual benefit. By providing this information, the Career Services and Internships Office at LEC is not endorsing opportunities/organizations/employers/information or any aspect of employment.

## **CODE OF CONDUCT**

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards, regulations and policies of Lake Erie College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event or to reside or participate in an environment that is safe, clean, quiet and conducive to study is prohibited. Students are required to show due respect and courtesy to their peers, faculty and staff at all times. The College reserves the right to impose disciplinary sanctions up to and including expulsion upon any student who refuses to or cannot abide by the standards, regulations, and policies set forth by the College.

### Responsible Behavior

The philosophy of responsible behavior at Lake Erie College encompasses the developing maturity of each student, not only academically and socially, but also in the acceptance of responsibility for personal actions. The guidelines include an expectation that student behavior, both individual and collective, will convey a respect for the College community as a whole. The College does not intend to dictate conformity of its students and promotes the belief that personal freedom and expression are necessary components to the development of ethical and moral values. However, the College has the responsibility and the authority to establish standards of behavior for the College community. Similarly, the College will not condone violations of local, state, or federal laws on or off campus.

As it is impossible to account for every type of behavior, the following list is not to be construed as all-inclusive. Each Lake Erie College student has appeal rights as prescribed in the policies and standards of the institution, except in cases where the possibility of eminent danger exists.

### Prohibited Behaviors

Any student charged with an act that violates the standards, rules and regulations of Lake Erie College on or off campus, even if classes are not in session, is subject to the judicial process prescribed by the College. If the student is found in violation, disciplinary action will be implemented as deemed appropriate. Examples of prohibited behavior include, but are not limited to:

#### **Code I: Alcoholic Beverages**

Any act that violates College, local, and/or state policy on the consumption, possession and/or advertising of alcoholic beverages. Intoxication is not permitted in College buildings or on College grounds.

#### **Code II: Assault**

Inappropriate or disrespectful conduct or communication directed toward faculty, staff, student within the Lake Erie College community in any form resulting in verbal or physical abuse including but not limited to that which is of a sexual, racial or ethnic nature. Behavior known as "cyberbullying" and leads toward a defamation of one's character through social media outlets, including but not limited to Facebook, Twitter, email, text, etc.

#### **Code III: Bodily Harm**

Any act that causes injury or the threat of injury to self, any implied threatening action or verbal/written threat that causes others to believe one is at risk of inflicting harm to oneself.

#### **Code IV: College Keys**

Possession, use, or duplication of College keys without the consent of those staff members responsible.

#### **Code V: College Computers**

Any act that violates the rules and regulations established by Information Technology (IT) or misuse of any College computer.

#### **Code VI: College Facilities, Property or Equipment**

Any use of or act that violates the use of College facilities, property, and/or equipment without proper consent of those responsible.

#### **Code VII: College Telephones**

Use of the College telephones, including main lines without the consent of those staff members responsible.

#### **Code VIII: Damage to Property/Vandalism**

Malicious or unauthorized intentional damage to property belonging to the College, or to a member of or a visitor to the College community. This includes, but is not limited to, the

unauthorized removal of or tampering with system and/or program files in any College-owned computer. Students will be held responsible for unintentional damages due to negligence (broken keys, IDs, etc).

**Code IX: Discourtesy to Faculty or Staff**

Rudeness, profanity and/or insulting behavior on the part of a student directed toward a faculty or staff member.

**Code X: Disorderly Conduct**

Any behavior, on or off campus, which affects the academic performance of the student or fellow students that offends the sensibilities of others, or causes property damage, injury to others or involves outside agencies such as the police. This code is in place to cover policy violations that have not been labeled and may include any form of Bullying.

**Code XI: Disruptive Noise**

Any noise that disturbs the peace and tranquility of the residence hall or campus during established quiet hours; any excessive noise that disturbs the College community at any time during 24-hour Courtesy Hours

**Code XII: Drugs**

Possession or use (without valid medical or dental prescription), manufacture, furnishing or sale of any narcotic, dangerous or illegal drug, or any other violation of College policy regarding drugs. Students will face judicial charges if they are found abusing prescription and over-the-counter drugs as well. *\*When a staff member perceives that a student is buying/selling/using any illegal drugs, the Painesville Police Department will be called to campus.*

**Code XIII: Failure to Respond**

Ignoring a staff member's reasonable request (emails, phone messages, etc) is cause for College action.

**Code XIV: Falsification of Records/Contracts**

Altering, counterfeiting, forging, or causing to be altered, falsified, counterfeited or forged any record, form, or document used by the College. Violation of contractual agreements between a student and the College, including discipline under this code; intentionally falsifying or omitting information on any College record, form or document, including but not limited to, application for admission and application for financial aid.

**Code XV: Fire Safety**

Any violation of fire safety regulations including, but not limited to:

- tampering with fire equipment;
- making a false alarm;
- interfering with the duties of fire officials;
- failure to evacuate a building;
- setting any unauthorized fire in or on College property
- burning candles/incense in College owned/leased building

**Code XVI: Fireworks**

Possession or use of any explosive device, including, but not limited to firecrackers, cherry bombs, bottle rockets, and dynamite.

**Code XVII :Fraternization**

Romantic, sexual and exploitative relationships between employees and students including but not limited to: dating, pursuing to date, and pursuing or having romantic or sexual relationships with students.

**Code XVIII: Gambling**

The playing of cards or any other game of chance or skill for money or other items of value.

**Code XIX: Harassment**

Inappropriate or disrespectful conduct or communication (online messages- IM, Facebook etc) in any form, including, but not limited to, that which is of a sexual, racial or ethnic nature.

**Code XX: Hazing**

Any act by an individual or group that injures, degrades, harasses or disgraces any person.

**Code XXI: Illegal Entry/Trespassing**

Unauthorized entry includes, but is not limited to, the use of keys not assigned to the entrant. Unauthorized entry into or presence in any College building, office, room or student room.

**Code XXII: Receipt of Stolen Goods**

Obtaining property one knows or has reason to believe is stolen.

**Code XXIII: Sale/Exchange of Stolen Property**

Sale or transfer by any means of property one knows or has reason to believe is stolen.

**Code XXIV : Sexual Assault**

Any kind of sexual conduct (penetration), however slight, or contact (touching), that is unwanted, that involves force, threat of force, intimidation or coercion that is against the will of another person.

**Code XXV: Sexual Harassment**

Any sexual behavior that is offensive, exploitive, or in violation of the law, including, but not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that causes another person to feel uncomfortable.

**Code XXVI: Student Identification**

Failure to submit identification to a duly authorized and properly identified College official. Interfering with or giving a false name to or not cooperating with any properly identified College or Emergency personnel (Police, Fire, EMT etc) in the performance of their official duties. Lending, selling, or otherwise transferring a student identification card or any other form of legal identification. Use of a student identification card or any other form of identification by anyone other than its original holder.

**Code XXVII: Theft**

The unlawful taking of College property or property belonging to another person.

**Code XXVIII: Traffic and Vehicle Regulations**

Any act that violates regulations concerning traffic, parking, motor vehicles, and bicycles as specified in College policy and/or their control.

**Code XXIX: Weapons**

Possession of weapons including, but not limited to, airsoft guns, knives, firearms and

explosive devices, on College property or at events sponsored by the College or any recognized College organization.

## **DINING SERVICES**

Dining Services offer three meal plan options to keep costs at a minimum. Residential students are required to select one of the three meal plans, 10 meals, 14 meals or 19 meals. Meal plan changes will be done only within the first two weeks of each semester by the Director or Residence Life.

Commuting students are invited and encouraged to dine with the community by establishing a Commuter Meal Plan, 5 meals a week or an account for Storm Dollars. Commuting students are invited and encouraged to dine with the community by establishing an account for *Storm Dollars*.

*Storm Dollars* are the most versatile and care-free way to access meals and snacks. Students deposit funds into their student account and receive *Storm Dollar* credit. These dollars are then available for use through fall to the end of the spring semester. Additional funds can be deposited any time during the academic year.

The *Storm Café*, offering lighter fare, provides another dining option for commuting students, faculty and staff. The *Storm Café* is located on the main floor of the Holden Center just inside the north entrance.

## **FINANCIAL AID**

**[finaid@lec.edu](mailto:finaid@lec.edu)**

The Office of Financial aid determines student eligibility for the various forms of financial aid. Since the departmental mission is broad and the needs of students are diverse, a large variety of financial aid programs are offered. The Financial Aid Office can assist with the FAFSA (Free Application for Federal Student Aid); answer questions regarding student financial aid award letters; houses scholarship resources; has applications for federal work study and general student employment; provides financial literacy resources; calculate out of pocket expenses and explore alternative loan options for students.

## **HEALTH SERVICES**

All residential students, international students, student athletes and equestrian students are required to have current health insurance while a student at the College. Proof of health insurance coverage or financial responsibility for medical costs is required to be on file with the appropriate offices. Students should also have a copy of their medical insurance information. Information about purchasing individual health insurance plans is available in the Student Success Center. Each residential student is required to submit a medical examination form completed by a physician, a medical history form, and a record of immunizations to the Student Life Office prior to initial residency.

The Lake Erie College Student Success Center offers a wide range of opportunities for the campus community. Health and wellness services available on campus include: physician or physician's assistant availability for appointments on campus each week, social and academic counseling, academic support and monitoring, as well as referrals for dental assistance as needed. In addition, assistance to students with disabilities and referrals to community agencies is available upon request. The Student Success Center staff provides screenings for ADHD/ADD, as well as for depression, anxiety and post-traumatic stress in addition to referrals to outside agencies for drug and alcohol rehabilitation as needed. In addition, referrals for individual counseling, psychological services in many areas are available upon request, as well as support for student athletes in many areas of academic and social life.

Students are strongly encouraged to make the Student Success Center staff aware of all ongoing health and wellness issues as well as any medications prescribed and taken regularly. The Student Success Center staff is happy to collaborate with your current healthcare and/or counseling provider to assist you in locating a local provider near the Lake Erie College campus. Confidentiality will be maintained at all times through the Lake Erie College Student Success Center, and students, while not required, will have the opportunity to sign release forms for collaboration with parents, personal healthcare and counseling providers to assure the highest level of the continuity of care while at Lake Erie College.

Dr. Tina Joyce, a licensed family physician, is our campus physician, and holds office hours on campus one day each week. Dr. Joyce's office is located in the Student Success Center, and treats most medical issues either on site, or by referral to an outside provider. Fees for Dr. Joyce's services are the *responsibility of the student*, and may be billed to many individual health insurance plans. (If you are an out of state student, you may need a referral from your family physician for your insurance to be billed.) Dr. Joyce maintains an office near the Lake Erie College campus, and is available to see students as needed through the week. In addition, Lake East Hospital and University Hospitals of Cleveland are also available for emergency and walk in medical needs.

### *Refusal to Seek Medical Attention*

Students 18 years of age and older may choose whether or not to receive medical attention. However, if a student refuses medical treatment that has been judged necessary and recommended by a Lake Erie College staff member, the student must sign a Liability Release form absolving the College of any responsibility. This form is kept on file in the Student Success Center.

### **INFORMATION TECHNOLOGY**

Information Technology (IT) oversees the maintenance of college owned computers and printers. Computer labs are available in the Holden Center, Library, and Garfield Center. Individual residence hall rooms are equipped with computer hookups as well as wireless

access. Printers are available in all labs: black and white prints are .05 per page and color is .15 per page. The first 2,000 print jobs are without charge and an additional 2,000 print jobs will be distributed each semester. To report a problem, utilize the "Help Desk", <http://helpdesk.lec.edu>.

Individuals using the Lake Erie college computer network without authority or in excess of their authority are subject to having all of their activities on this system monitored and recorded by system personnel.

Users understand that usage of the Lake Erie College network may be monitored and agree to such monitoring. If the monitoring reveals possible evidence of criminal activity, system personnel may provide this evidence to law enforcement officials.

In addition, any violation of these rules set from by the Lake Erie College IT department may result in account lockout or a loss of computer and Network privileges.

## **JUDICIAL PROCESS**

Lake Erie College strives to maintain an atmosphere that is conducive to learning and to the development of mature and responsible students, as well as to protect the rights and sensibilities of each community member. To that end, the judicial process has been reviewed by students and changes have been made to create a consistent, fair and positive environment. This process will be reviewed yearly to ensure a positive environment in which students can live, learn and be engaged in the College experience.

### **Administrative Roles**

#### Judicial Board

Consists of one student (must be at least sophomore standing), one faculty member, one staff member. These individuals will volunteer for a training session and must adhere to strict guidelines in order to remain Judicial Board members. Alternates will be in place in case one of these individuals is not available or if there is a conflict of interest.

#### Director of Residence Life

Receives all Incident Reports involving students and will adjudicate Level 1, 2 and 3 policy violations for residential students. The Director of Residence Life will process a Judicial Board referral for anything Level 2 or Level 3, if deemed necessary. This person also schedules and chairs Judicial Board hearings as appropriate.

#### Dean of Students

Receives all Incident Reports involving students and adjudicates Level 1, 2 and 3 policy violations for *commuter* students. The Dean of Students works with the Director of Residence Life regarding incidents that affect the Lake Erie College community as a whole. The Dean of Students may appoint another campus delegate to adjudicate an Incident Report where appropriate. The Dean of Students handles all written appeals of Level 1 policy violations.

### Vice President for Enrollment Management and Student Affairs

Reviews all actions, sanctions and handles all written appeals of the Judicial Board.

### Vice President for Academic Affairs

Will be consulted if incident involves the Academic performance or status of involved student(s).

### President

Will only listen to an appeal after all other options have been exhausted.

***\*Substitution for the above roles may be necessary depending on availability and will be determined on a case by case basis.***

## **Judicial File**

Each disciplinary incident will be recorded and kept in a permanent disciplinary file in the Student Life Office. Access to the file will be restricted and only granted to the student (with proper identification); appropriate College Officials in accordance with FERPA; Law Enforcement and related bodies conducting reference or background checking. Please note Transfer Evaluation Forms typically require this information and will be given to another institution for the purpose with the proper signature of the student.

## **Judicial Board Process**

### Board Membership

One student, one faculty member and one staff member; one member will be designated as the secretary who will record the hearing and the decision. The advisor will act as the non-voting Chair of the Judicial Board.

- 1) The Director of Residence Life schedules a hearing involving the accused student(s), witness(es) and the Judicial Board within five working days after receiving the Incident Report.
- 2) The accused student, witnesses and members of the Judicial Board receive a hand-delivered letter that will list the date, time and location of the judicial hearing 48 hours prior to the hearing.
- 3) On the day of the Judicial Board hearing, the accused student and witnesses will receive an introduction where they will be refreshed on the Judicial Board process and sign the *Honesty Statement*.
- 4) Witnesses leave the room after they have signed the statement.
- 5) The Chair of the Judicial Board reads the charges to the accused student.
- 6) Student enters a plea for each charge (“in violation” or “not in violation”).
- 7) The accused student remains in the room throughout the entire process while each witness provides testimony.
- 8) Board members ask the witness questions, the accused student asks the witness questions and then the witness leaves the room (the witness must wait outside in case more testimony is needed).

- 9) The accused student answers questions and makes a closing statement, then leaves the room.
- 10) Board members deliberate directly after the hearing in order to render a decision. The judicial decision will be determined by majority vote (2 votes minimum).
- 11) The Board renders the verbal decision to the student.
- 12) The Director of Residence Life follows-up with a formal sanction letter within one work day.
- 13) The accused student has the opportunity to appeal the Judicial Board decision by submitting a written appeal to the Vice President for Student Affairs within 24 hours of receipt of the sanctions letter. Students are only permitted to appeal based on improper judicial procedures or if new evidence has been discovered that is relevant to the case.

### *Waiver*

If a student does not wish to go to a Judicial Board hearing, s/he may complete a *Hearing Waiver* with the Director of Residence Life. Through this process, the student would take full responsibility for all charges that were levied and would receive the standard sanctions.

### **Violation Levels**

The following is a comprehensive, but not all-inclusive, list of Student Code of Conduct policy violations that will be handled by the Director of Residence Life. NOTE - Lake Erie College students will be adjudicated for any violations committed by their guests.

#### ***Level 1***

- 1) 1-2 alcohol offenses
- 2) Noise
- 3) Unapproved guest/Visitation
- 4) Minor vandalism (under \$50)
- 5) Bodily Harm
- 6) Discourtesy to faculty/staff
- 7) Disorderly Conduct
- 8) Gambling
- 9) Illegal entry
- 10) Receipt and sale of stolen goods
- 11) Traffic and vehicle regulations
- 12) Harassment
- 13) Fire safety - candles, incense, items hanging from sprinkler
- 14) Unauthorized use of an alarmed door

*Level 1 appeal process* – accused student has the opportunity to appeal by submitting a written appeal to the dean of students no later than 24 hours after receiving the judicial sanction letter. Students are only permitted to appeal based on improper judicial process or if new evidence has been discovered that is relevant to the case.

## **Level 2**

The director may forward the following policy violations to the Judicial Board.

- 1) 3 alcohol offenses
- 2) Possession or personal use of small amount of marijuana, paraphernalia - 1<sup>st</sup> offense- small amount = pipe, blunt, joint, anything less than a dime bag
- 3) Major vandalism (over \$50)
- 4) Fire safety - tampering with fire equipment
- 5) Sexual harassment, obscene conduct
- 6) Weapons
- 7) Assault
- 8) Theft
- 9) Any combination of 2+ Level 1 violations

## **Level 3**

The director may forward the following policy violations to the Judicial Board.

- 1) 4+ alcohol offenses
- 2) Possession or personal use of a small amount of marijuana, paraphernalia - 2<sup>nd</sup> offense
- 3) Possession or personal use of a large amount of marijuana - 1<sup>st</sup> offense
- 4) Intent/attempt to sell marijuana.
- 5) Possession, personal use or sale of any illegal drugs other than marijuana.
- 6) Major vandalism - 2<sup>nd</sup> offense
- 7) Setting a fire
- 8) Any level 1 sanctions repeated 3 times
- 9) Any level 2 sanctions repeated 2 times.

\*Please refer to policies and procedures regarding sexual assault stated previously

## **Sanctions**

General sanctions used in response to a Student Code of Conduct violations. Any sanction can be used in combination with one another and may limit a student's participation in extracurricular activities; housing status or status as a student at Lake Erie College. All available information will be considered at the time of rendering a decision and the best interest of the student(s) and College Community will be at the center of the decision.

### Alcohol/Drug Assessment

Student is required to schedule, attend, and pay for an alcohol or drug assessment. This may be available through the on campus Student Success Center or through Lake-Geauga Center (440.255.0678) located in Mentor. The Director of Residence Life, or desingee will monitor completion of this task.

### Denial of Access

Student would not be permitted to enter specific college buildings or to attend college events/activities.

### Disciplinary Warning

First level sanction generally used for minor policy violations.

### Disciplinary/Social Probation

Limits a student's ability to participate in campus events (on or off campus).  
Advisors and coaches will be informed if one of their students receives this sanction.

### Educational Task

A requirement for a student to complete in order to learn from his/her behaviors.  
Appropriate College Employee will monitor completion of these tasks in conjunction with Director of Residence life or Dean of Students.

### Expulsion

This is used in response to a serious violation of the Code of Conduct where the welfare of the Campus Community has been compromised and/or is in danger. A recommendation for expulsion will be made by the Dean of Students (or senior hearing officer) to the appropriate Vice President and the President of the College.

### Involuntary Medical Withdrawal

When, in the judgment of the College, an individual's behavior is disruptive to the educational and living environment.

### Letter to Parents/Guardians

Alcohol, drug or assault situations.

### Presidential Interim Suspension

Reserved for severe violations that directly impact the welfare of the campus community. This is used at the discretion of the College President or his designee.

### Removal from College Housing

Generally used for multiple policy violations and severe policy violations. Further sanctions would lead to Suspension or Expulsion from the college.

### Restitution/Fine

Student is responsible for paying any fines associated with policy violations (alcohol, drugs, etc) as well as paying to repair any damages caused by vandalism. These are posted directly to student accounts.

### Restriction of Privileges

Student could lose the ability to host overnight guests, participate in extracurricular activities; attendance at College events/activities etc.

### Suspension

Generally used for a combination of a second and third-time offense of policy violations. A recommendation for suspension will be made by the Dean of Students (or senior hearing officer) to the appropriate Vice President and the President of the College.

## **Minimum Sanctions**

The following section is to be used as a guideline to determine minimum sanctions for policy violations of Lake Erie College's *Code of Conduct*. In order to promote consistency in the judicial process at Lake Erie College, this section specifies *minimum* sanctions for the individual code. A student may receive more than the minimum sanction depending on the nature of the incident and severity of the violation at any time. The *Presidential Interim Suspension* maybe used as a minimum sanction for any of these violations if deemed necessary by the President of the College or his designee.

### **Code I: Alcoholic Beverages**

First Offense	Disciplinary/social probation, letter to parents educational task, \$75 fine (keg-\$250)
Second Offense	Disciplinary/social probation, letter to parents educational task, alcohol assessment, \$125 fine
Third Offense	Permanent removal from College housing, letter to parents, educational task, \$200 fine

### **Code II : Assault**

Removal from College housing; restitution; social probation; restricted access; parental notification

### **Code III: Bodily Harm**

Appointment with the director of health & wellness center; parental notification; development of a wellness plan

### **Code IV: College Keys**

Disciplinary warning; educational task

### **Code V: College Computers**

Disciplinary warning; educational task

### **Code VI: College Facilities, Property or Equipment**

Disciplinary warning; educational task; restitution (if necessary)

### **Code VII: College Telephones**

Disciplinary warning; educational task

### **Code VIII: Damage to Property**

Disciplinary/social probation; restitution (min. \$25); educational task; restriction of privileges; denial of Access

### **Code IX: Discourtesy to Faculty or Staff**

Disciplinary warning; educational task

### **Code X: Disorderly Conduct**

Disciplinary/social probation; educational task

### **Code XI: Disruptive Noise**

Disciplinary warning; educational task

**Code XII: Drugs**

- First Offense Marijuana Permanent removal from College housing; \$150 fine; letter to parent/ guardian; drug assessment; educational task
- Second Offense Marijuana Recommendation for suspension; \$200 fine; Letter to parent/guardian
- Other Drugs Recommendation for suspension; \$300 fine; letter to parent/guardian
- Selling/distribution of drugs Recommendation for suspension or expulsion

\*When a staff member perceives that a student is buying/selling/using any illegal drugs, the Painesville Police Department will be called to campus.

**Code XIII: Failure to Respond**

Disciplinary warning; educational task

**Code XIV: Falsification of Records/Contracts**

Disciplinary/social probation; educational task

**Code XV: Fire Safety**

- Tampering with Fire Equipment Removal from College housing;
- False Alarm Educational task; letter to parents \$200 fine
- Failure to Evacuate Disciplinary/social probation; letter to parent/guardian; \$50 fine
- Setting an unauthorized fire Permanent removal from College housing; recommendation for suspension; \$500 fine; restitution
- First offense-candles/Incense Disciplinary warning; Educational task; \$25 fine

**Code XVI: Fireworks**

- Possession Disciplinary/social probation; educational task; \$25 fine
- Use Disciplinary/social Probation; educational task; \$50 fine

**Code XVII : Fraternization**

Educational task; restricted contact

**Code XVIII: Gambling**

Disciplinary/social probation; educational task; \$50 fine

**Code XIX: Harassment**

Disciplinary/social probation; educational task; restriction of privileges

**Code XX: Hazing**

Disciplinary/social probation; educational task

**Code XXI: Illegal Entry/Trespassing**

Disciplinary warning; educational task; denial of access

**Code XXII: Receipt of Stolen Goods**

Disciplinary/social probation; educational task; \$50 fine

**Code XXIII: Sale/Exchange of Stolen Property**

Disciplinary/social probation; educational task; \$50 fine

**Code XXIV: Sexual Assault**

Removal from College housing; letter to parents/guardians; recommendation for suspension/expulsion

**Code XXVI: Sexual Harassment**

Disciplinary/social probation; educational task; restricted contact

**Code XXVIII: Suicide Gesture**

Mandatory psychological evaluation by a licensed psychologist or psychiatrist; detailed treatment plan (further information beginning on page 38)

**Code XXV: Theft**

Disciplinary/social probation; educational task; reimburse victim(s); \$100 fine

**Code XXVI: Weapons**

Airsoft Guns	Immediate confiscation of gun(s); damage fine
Knives or objects intended to harm others:	Removal from College housing; letter to parent/Guardian;\$200fine
Firearms/Explosives	Removal from College housing; letter to parent/guardian; recommendation for suspension/expulsion

**LIBRARY**

[www.lec.edu/library](http://www.lec.edu/library)

**Reference Service**

Please consider the Reference Librarian your best resource for doing research, and don't hesitate to ask for assistance when you need it. Make an appointment with the Reference Librarian for in-depth assistance on research projects or for individual training in using the library's resources.

**Library Website**

The library's website is tailored to meet student needs. It provides access to the online catalog, research databases, reference and interlibrary loan services, library hours and information, and provides many links to other subject-specific web sites. The site is updated continuously and should be your starting point for research.

### Research Databases

The library subscribes to a number of research databases which are available through our library's web site. You may access these databases either on campus or from home. Some databases may need a password for access; contact the library for password information.

### Interlibrary Loan

Students may use the library's interlibrary loan service free of charge to acquire books and copies of articles that are not available online or from the library's collection. To request an interlibrary loan, use the online request forms on the library's website (see **Interlibrary Loan** on the library's home page). Books are usually received within 5-10 business days; copies of articles arrive faster.

### Collections

The library's book collection is designed to support your research and study needs. Our collection of print magazines, newspapers and journals will help you keep up with current events and learn about specific disciplines. There are also video and CD collections on the library's lower level.

### Educational Media Center

This special collection, located on the library's lower level, serves the needs of teacher education students. It has a K-9 textbook collection and materials for curriculum development (educational games, activity books, juvenile books, etc.). The Reference Librarian can assist you in using this collection.

### Checking Out Materials

Library accounts are automatically established for current LEC students at the beginning of each semester. To check out materials, just provide your name and show identification at the Circulation Desk.

### Borrowing Policy

All items borrowed from the library's circulating collections are due at the end of the current semester. This includes: books from the main collection; Educational Media Center materials; CD recordings, videotapes and DVD's. Books from the Reference and Law collections do **not** circulate, nor do magazines and bound periodicals. The library does not charge overdue fines, but there is a \$50 replacement fee for each borrowed item not returned by the end of the semester.

### Reserve Materials

Instructors often put materials on reserve at the library. These items are kept at the Circulation Desk under the instructor's name, and may be checked out for either 3 days or for use in the library.

### Computer Lab

The library's PC Lab has 20 computers and is located on the main floor. Students may use this lab during regular library hours, except when classes are being held there.

### Lounge & Study Areas

There are a number of places throughout the library for you to study, relax, read, and do group projects. Drinks and food are allowed everywhere in the building except the PC Lab and there are vending machines on the main level.

### Library Hours

Monday-Thursday	8:30 AM	to	11:00 PM
Friday	8:30 AM	to	6:00 PM
Saturday	12:00 PM	to	6:00 PM
Sunday	3:00 PM	to	11:00 PM

### **MAIL SERVICES**

**[mailroom@lec.edu](mailto:mailroom@lec.edu)**

The Mail Room offers services in accordance with the United States Postal Service, Fed Ex and DHL Worldwide Express. On campus mailboxes are available for all students free of charge. Mailboxes are located on the lower level of the Holden Center and outside of the College Mailroom which is located on the lower level in College Hall.

Residential students are not permitted to submit a "Change of Address" form through the post office to have the College as a resident address. Although this is a temporary living address, the College address is a business address, not a residential one. Notifying each company or place of an address change is necessary. Students wanting their mail to be delivered to the College, are required to provide each business organization their College address:

Student's Name  
Lake Erie College  
391 W. Washington St., Box #  
Painesville, Ohio 44077

### **PARKING**

#### Vehicle Registration

All vehicles on campus and in College leased apartment areas, are required to be registered with Security within the first week of the semester. A permit decal will be issued and must be displayed on the vehicle at all times. There is no charge for the first permit; however, there is a \$5.00 charge for each additional permit. When registering a vehicle, the license plate number, make, model and color of the vehicle are needed.

It is the responsibility of the vehicle owner/operator to properly secure vehicles and related property. The College is not responsible for lost or stolen items or damage to vehicles parked on campus or campus owned/leased property. Vehicle owners are required to have adequate insurance as required by State Law. If a vehicle is damaged, lost or stolen, the student in care of the vehicle, should contact Security immediately in addition to local authorities.

Campus Security recommends every student to have an extra set of keys available incase keys are locked inside of the vehicle. Security may not be able to assist with unlocking the vehicle. Painesville Police are not able to assist with vehicle lockouts.

Students will receive a brochure once their vehicle is registered with Security indicating where parking is permitted.

### Citations and Towing

Parking on the grass, in a fire lane, on the sidewalk or in a reserved space will result in vehicles being towed at the owner's expense; this includes College leased apartment areas. Citations and fines are issued for violations; repeat violations result in the doubling of the previous fine. Fines are automatically billed to the student's account and can be paid at the Accounting window in College Hall.

### Appealing a Citation

The Parking Appeals Committee will convene at the end of each month as long as a student has submitted a letter of appeal in a timely fashion during the month when the citation was issued. Appeals will not be granted if the letter is received in a month other than the one listed on the ticket. Once an appeal has been submitted, students will meet with the Parking Appeals Committee to discuss the citation.

### Guest Parking

Guests of residential students must register their vehicle with Security to obtain a temporary guest registration permit that is displayed. Applications for the guest registration tag are obtained from the student life office. Overnight guests will receive instructions from the security officer who issues the temporary guest tag concerning where they must park their vehicle.

## **POLICIES AND PROCEDURES**

### Alcohol

The Lake Erie College Alcohol Policy conforms to all regulations set forth in the OHIO REVISED CODE and will enforce those regulations. Lake Erie College prohibits students under the age of 21 from buying, possessing, being furnished with and/or consuming alcoholic beverages on its campus. The College will notify the parents or guardians of any student involved in an alcohol violation.

A residential student who is 21 years of age may possess and consume bottled or canned beer only within the closed-door confines of his/her residence hall room *provided that* his/her roommate is also 21 years of age. All students present in the room must be 21 years of age if alcohol is consumed. A 21 year old residing with another student who is not of that age *automatically forfeits* this privilege. Kegs and other types of alcoholic beverages are prohibited. Students who are of legal age assume an obligation and liability when they bring alcohol into the residence halls. Students are expected to be responsible in all matters related to alcohol consumption. Residential students are held responsible for the behaviors of their guests.

No student is permitted to bring beverages containing alcohol to any College sponsored activity or event whether that event is held on or off campus. Under special conditions, alcohol is permitted to be sold to students who are 21 years of age or older at off-campus events such as Homecoming and Spring Formal.

- Drinking games are not permitted in the residence halls. This includes, but is not limited to: beer pong, quarters, Beirut etc.  
Staff members will confront any individuals where they perceive mass consumption will occur.
- Staff members will confront any individual who is exhibiting intoxicated behaviors in a common area of the residence hall. These behaviors include but are not limited to: slurred speech, bloodshot eyes, strong odor of alcohol and a gaited walk.
- Alcohol paraphernalia: beer bong, funnels etc. are not permitted in the residence halls.
- Beer containers may not exceed 16 ounces.
- Alcohol containers are not permitted to be displayed anywhere in student rooms. If a student is 21 or older and would like to consume alcohol in his/her room, s/he must discard containers once the alcohol has been consumed.

Local authorities may be called or become involved in an on campus or off campus incident involving alcohol. Whether or not criminal proceedings are expected to be initiated, the College will impose a sanction(s) upon a student found to have been involved. Sanctions may include, but are not limited to probation, educational task, fines or penalties.

Sanctions for alcohol violations include a minimum \$75 fine for the first offense. The first fine for a keg violation is \$250.

If a staff member believes a student needs medical attention due to alcohol consumption, the staff member will contact 9-1-1. The student needing medical attention will be responsible for all costs of medical treatment.

Commuter students who violate policy are subject to all fines and sanctions, as will their hosts/hostesses.

### Assault

Every member of the College community is expected conduct themselves in a mature and appropriate manner at all times. Inflicting harm on another member of the Community is a severe violation of College policy and may be of local, state and federal laws. Any act that causes injury to another person, including but not limited to physical fighting; inflicting harm with objects and/or weapons will not be tolerated on campus or at any College

sponsored event. Individuals violating this policy will be subject to local, state and federal laws and proceeding in addition to campus judicial proceedings.

### Computer Usage Policy

When users are granted access to a shared computer or Network system, they become part of a community. The Lake Erie College system user policy applies to anyone who uses a computer or Network resource.

Violations to this policy may include:

- Use another person's USER ID.
- Allow another person to access my account or share my password.
- Attempt to circumvent or subvert system or network security measures.
- Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagation viruses.
- Attempt to add, modify or damage files or data on any College computer; make any unauthorized deletions of files or data on any College computer; damage computer equipment or degrade system performance.
- Attempt to gain unauthorized access to local or remote computers.
- Use College Computing resources for private profiting of any type.
- Make illegal copies of copyrighted software, published materials or music, store such copies on College systems, or transmit them over college networks.
- Intentionally impede the legitimate use of computing facilities by other people.
- Use Email to harass, intimidate, or otherwise annoy another person, including cyber bullying
- Use facilities, including printers, for junk mail or mass mailings.
- Waste computing resources, including printing excessive amounts of paper.

Email should be read, responded to and deleted in a timely manner. The amount of email and their accompanying attachments in a user's mailbox may never exceed 1 gigabyte. The computer accounts with mailboxes containing over 1 gigabyte of email may be disabled. System administrators reserve the right to delete email from the account of users who have exceeded the limit without notice.

Computer programs, executable files, MP3 files, video files and large graphic files may not be stored on a shared drive unless approved by the I.T. department. System administrators reserve the right to delete these files without notice along with any files that were obtained or used in a violation of the law.

All users have space on a network server called their Z drive. This is the recommended place for users to store documents and files. The amount of materials stored on a user's Z Drive may not exceed 250 megabytes unless approved by the I.T. department. MP3 files

and video files may not be stored on a user's Z drive. System Administrators reserve the right to delete these files without notice along with any files that were obtained or used in a violation of the law. The user account that exceeds the size limit not be allowed to save any more files to their drive until data is deleted.

Users who do not return to Lake Erie College during the next school semester or have graduated will continue to have access to their email, documents and account for no more than 60 days. After that time all data, including the student user account will be removed from the system.

### Email

All students, faculty and staff are issued a campus email address. Email is the major form of communication on the Lake Erie College campus. **Students are required to check their campus email on a daily basis** for announcements, news or correspondence from faculty and staff members. Email should be read, responded to and deleted in a timely manner.

All users: webmail and campus network

User username@lec.edu (replacing username with own)

Pw (users password)

Email is accessible on and off campus. To gain access off campus, visit [www.lec.edu](http://www.lec.edu) and select "webmail" link on the main page. Password will be the same as being on the network while on campus

### Fraternization

The faculty and staff of Lake Erie College assist the College in meeting its mission of providing a quality higher educational environment for its students that supports the goals of the College. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical precepts of the educational profession.

Virtually all faculty members, administrators and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, are subject to their direct supervision, or have some form of business to transact with offices at the College. Many students are at a stage in their development when they may be particularly vulnerable to the influence of faculty members, administrators, and staff members who are in positions where they can affect the terms and conditions of a student's standing at the College.

If a student consents to a romantic relationship with a faculty member, administrator or staff member, the existence of such a relationship could have unintended adverse effects on the educational environment of the College. In some cases such a relationship can end

unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.

Because of the commitment to maintaining an environment that supports our educational goals and in order to promote the efficient and fair operation of the College, and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, the College prohibits romantic, sexual and exploitative relationships between employees and students including but not limited to: dating, pursuing to date, and pursuing or having romantic or sexual relationships with students. Employees or students who violate this policy will be subject to discipline, up to and including termination of employment for employee.

There are exceptional circumstances in which the spouse or partner of a college employee is a student at the College. This fraternization policy does not apply in such circumstances. The President, in consultation with the President's Cabinet and Director of Human Resources, is the administrative officer who determines whether an exceptional circumstance applies.

### Grievance Procedure

Students of LEC have the right to present any personal concern or dissatisfaction regarding their enrollment to the appropriate College personnel and have it considered on its merits.

Students will advise the Dean of Students (or the Title IX Officer, if it is a discrimination issue) briefly in writing of the problem within ten (10) working days of the incident. The Dean of Students shall respond in writing to the complaint. If the grievance is directed to the Dean of Students, the student will advise the Vice President for Enrollment Management and Student Affairs briefly in writing of the problem within ten (10) working days of an incident.

Every effort should be made to resolve the conflict or problem on an informal basis. In the event a compromise/solution cannot be agreed upon, the grievance will move from this informal procedure to a formal one as follows:

- The student will put the complaint in writing again stating the full facts and providing evidence of the grievance.
- A meeting will then take place between the appropriate parties and the Dean of Students or his/her designee in order to resolve the conflict.

If the grievance is not resolved at this level, all relevant information should be submitted to the respective area Cabinet Member for action, which may include a Review Panel (LEC faculty, staff and students). All relevant information will be submitted to the appropriate Cabinet Member who will share with the President of the College. The President's written

response concludes Lake Erie College's provisions for addressing the allegation.

The purpose of this procedure is to promote an equitable, orderly resolution of problems arising at Lake Erie College. It is necessary that each step be followed to assure the student of the proper consideration of his or her grievance. In a situation where the student feels discriminated against, he or she should file a complaint with the Title IX Officer (Vice President, Administration and Finance).

### Harassment

In providing a productive learning environment, the College believes that its students, faculty and staff should be able to enjoy an environment free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, disability and sexual orientation.

It is against the policy of the College for any student to harass another member of the College community. Harassment occurs when verbal, written or physical conduct defames or shows hostility toward any individual because of his or her race, color, religion, gender, national origin, age, disability or sexual orientation, or that of the individual's relatives, friends, or associates. Harassment occurs when a situation creates or is intended to create an intimidating, hostile, or offensive environment; interferes or is intended to interfere with an individual's academic performance; or otherwise adversely affects an individual's learning opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, gender, national origin, age, disability or sexual orientation. Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability or sexual orientation that is placed on walls, bulletin boards, or elsewhere on the College's premises, or circulated in the residence halls will not be tolerated.

### Illegal Drugs

The use of illegal drugs is a serious matter involving violations of Federal and Ohio laws. The College will uphold the laws and will cooperate with the apprehension and legal prosecution of violators. When a staff member perceives that a student is buying/selling/using any illegal drugs, the Painesville Police Department will be called to campus. Whether or not criminal proceedings have been initiated or are expected to be initiated, the College will impose a sanction(s) upon a student found to have possessed, consumed, sold or otherwise provided illegal drugs, on or off campus, as the College's judgment deems appropriate. Sanctions may include, but are not limited to probation, fines, removal from campus, suspension and/or expulsion and do not preclude, alter or in anyway have an impact on criminal charges or penalties.

### Lost, Stolen, Damaged Items

Lake Erie College students, faculty and staff are responsible for properly securing vehicles, offices, rooms, computers, electronic devices, books and other valuable items, at all times. The College is not responsible for lost, stolen, or damaged items. Students, faculty and staff should call Security, 440/375.7575 immediately to report lost, stolen or damaged items, followed by Painesville Police or Lake County Sherriff (where appropriate).

The College encourages residential students to obtain personal property insurance while residing in campus operated facilities. In addition, computers and other electronic devices should be clearly marked and identifiable information should be kept in a secure place in the event it is needed to identify a stolen item.

### Mental Health

Lake Erie College promotes an educational environment where undergraduate and graduate students can actively engage and thrive in a safe and friendly environment. At certain times, College officials become aware of a student(s) who interfere with this goal due to mental, emotional, or psychological health conditions. In these situations, College officials will consider the appropriateness of (1) utilizing the student conduct system or (2) involuntary examination, hospitalization and treatment for mental illness under state law. In addition to, or instead of, either of those procedures the matter may be handled as a medical withdrawal according to the standards and procedures described in this policy.

Involuntary medical withdrawal is not a substitute for appropriate disciplinary action. A student suffering from a mental disorder who is accused of a disciplinary violation will not be diverted from the judicial process unless, as a result of the mental disorder, the student either lacks the capacity to respond to the charges, or did not know the nature and quality of the act in question. Further, this policy will not be used to dismiss socially or politically “eccentric” students who have not otherwise engaged in behavior which poses a danger to themselves or to others, or which substantially disrupts normal College activities.

Involuntary medical withdrawal will be reserved for those cases where interim measures, such as a behavior contract or repeated gestures or threats have not been successful and the student continues to be a risk to themselves and/or the campus community. When, in the judgment of the College, an individual's behavior is disruptive to the educational and living environment which the College seeks to maintain, that student may be required to undergo psychological evaluation or and/or an investigation by a College Medical Withdrawal Panel for mandatory withdrawal from the College. The Medical Withdrawal Panel will consist of the Director of the Student Success Center (or designee); Director of Academic Advising (or designee); and Dean of Students (or designee) who will chair the panel.

Mandatory psychological evaluation and withdrawal will be considered in cases where there is a threat of danger to self, others or property, or disruption of the educational process and mission of the College. If a student engages in suicidal behavior, the College will respond in accordance with the *Suicide Gesture Response Policy* described in the Student Handbook. The College will make every effort to work with the student involved, but reserves the right to contact the student's parents/legal guardians or spouse.

The College may remove a student from the residence halls or from attending classes or from the campus on a temporary basis pending the outcome of an evaluation and/or hearing for a mandatory withdrawal if the student presents a risk to self, others or property. Locating an alternate place to stay, if removed from campus is the responsibility of the student and/or their parent(s)/legal guardian(s) or spouse.

All cases involving violation of the College's Conduct Code will be referred through the College's judicial system. A student required to undergo evaluation by a licensed psychologist or psychiatrist will be notified in writing by the Dean of Students (or designee) either by personal delivery or certified letter. This letter may be a confirmation of a verbal directive previously given to the student by the Dean. A licensed, independent evaluator must conduct the evaluation at the expense of the student receiving the evaluation. The student must inform the Dean, in writing, within 48 hours of receiving the letter of the name and address of the evaluator. The Dean will provide the evaluator with information regarding precipitating events and issues that need to be addressed through the evaluation. The student must undergo the evaluation as soon as possible, and no later than ten calendar days from the date of the letter informing the student of the mandatory evaluation.

Refusal to undergo a mandatory evaluation may result in an automatic withdrawal of the student from the College without a hearing. If a student fails to attend the hearing for any reason, the hearing will take place in the student's absence.

A student required to undergo a mandatory withdrawal hearing with the *Medical Withdrawal Panel* after completing a psychological evaluation will be notified by the Dean of Students of the hearing in writing. The hearing will take place within five calendar days of the date of the letter of notification. The letter will describe the procedure that the College will follow in conducting the hearing. The hearing is informal and typically non-disciplinary in nature.

The student may appeal the decision to the Vice President for Enrollment Management and Student Affairs in writing within five calendar days of the hearing. The student must state the basis for the appeal in the appeal letter. If the Vice President for Student Affairs judges the appeal to have merit, the Vice President for Enrollment Management and Student Affairs may, at his/her discretion, meet with the student and/or hearing panel members, as

part of the appeal process. The Vice President for Enrollment Management and Student Affairs' decision is final.

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student results. At any point in the process, the student may voluntarily withdraw from the College and/or the Residence Halls.

A student who is involuntarily withdrawn or who obtains a voluntary medical withdrawal may not re-enroll in the College before the start of the next semester. Further, the Medical Withdrawal Panel must approve the student's re-enrollment or readmission. The Panel may require documentation or evaluation of the student to assess if the condition(s) that caused the withdrawal are no longer present and that the student will use the available resources to be an engaged member of the Lake Erie College community. The student must also meet all of the admission and enrollment requirements of the College.

All records concerning these proceeding shall be maintained by the Medical Withdrawal Panel and the Vice President of Student Affairs and shall be kept confidential in accordance with the Family Rights and Privacy Act. Policies and procedures, including costs and fees will apply to students who withdraw, voluntarily or involuntarily under this policy.

### Pets

Pets are not permitted in campus buildings except for registered service animals, this includes residence halls and campus leased apartment facilities. Resident students are permitted fish in a 20 gallon tank or less.

### Posting

The Student Life Office must approve the posting of announcements, notices, and/or promotional material in advance. Postings may not be affixed to walls, buildings or trees in such a way as to cause damage. Any reference to alcoholic beverages, illegal substances, pornography or that is deemed offensive is prohibited.

### Residency

Students who have less than 64 credits and are under the age of 22 whose official residence is outside of a 50-mile radius of the College are required to reside on campus during the academic year. Resident students sign and submit a Housing and Food Accommodations Contract for one academic year, both Fall and Spring semesters, unless the student cancels the contract through the Student Life Office. Housing and Food Accommodations Contracts cannot be cancelled unless students meet the residency requirements as listed or are no longer attending Lake Erie College. Any student whose established residence is within a 50-mile radius of the College or any student reaching the age of 23 years by August 15 prior to the start of the fall semester qualifies for commuter status. Students 23 years of age and

older can be granted residency status on a space-available basis after all students whose on-campus residence is required have been accommodated.

All residential students must be currently registered full-time at Lake Erie College. All financial obligations to the College must be taken care of prior to move in. Students with an unpaid balance will not be permitted to receive a room key or move in prior to the fall and spring semesters. In addition, students must have all medical forms completed and submitted prior to move in.

Exceptions to the residency requirement will be made for students who have the required number of credit hours to be considered a junior or senior; married students; and, students who live with a close adult relative.

A student who wishes to petition for an exemption must complete an *Off-Campus Intent Form* and submit it to the Director of Residence Life. The request will be verified and the student will be notified when it has been approved. The College may request any legal or formal documentation it deems necessary to substantiate the exemption.

Without exception, all students residing on campus are required to be enrolled in one of the College board (meal) plans. Student accounts will be charged accordingly.

Students may only reside in the residence halls when the College is in session. Students are provided with the College calendar as well as the dates they are permitted to move in and the dates they are required to move out of the residence halls. Travel arrangements must be made accordingly. The campus dining facility is closed during break periods. Students can complete an application to stay on campus during break periods. Applications will be approved based on necessity; those approved will be charge \$25 per night during break periods.

### Sexual Harassment

It is the policy of the College to provide an environment free from sexual and sex-based harassment. It is against the policy of the College and may be a violation of state and federal laws, for any person, whether student, faculty, or staff member, to sexually harass another person. Therefore, individuals who feel they have been sexually harassed may have the right to bring legal action, in addition to filing a complaint with the College. Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of a student's continued enrollment, affects their decisions regarding other students, or creates an intimidating, hostile, or offensive environment.

Specific examples of sexual and sex-based harassment may include: requests for sexual favors; unwanted physical contact, including touching, pinching, or brushing the body; verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual

nature, sexual propositions, and threats; non-verbal conduct, such as a display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature).

Any student who believes he/she has been harassed in violation of this policy should report the conduct immediately to one of the following people: Dean of Students; Director of Residence Life; Security Officer; Residence Director; or another professional staff or faculty member. In addition, the Director of the Student Success Center will assist the students as needed. The student is encouraged to report an incident directly to the Painesville Police Department.

Any student of the College who has been found, after appropriate investigation, to have harassed another student in violation of this policy will be subject to disciplinary action up to and including expulsion.

Upon receipt of the complaint, normally to be filed within fifteen (15) working days of the occurrence, the dean of students shall conduct an informal confidential investigation and will attempt to resolve the complaint. In the event that it cannot be resolved at the Dean of Students' level, the complaint will be directed to the Vice President of Student Affairs where the situation will be reviewed and a resolution will be sought.

In the event the informal complaint of harassment cannot be resolved, the student will be directed to file a written and signed formal complaint. Upon receipt of a formal complaint, a panel of three persons will be appointed by the Dean of Students or the Vice President of Student Affairs to hear the complaint. The panel members will make every effort to hear and resolve the complaint on a confidential basis so as to ensure the privacy of both the complainant and the accused. If the complaint cannot be resolved, the panel shall submit a written report with recommendations to the President of the College who shall determine final disposition of the complaint. Students who make complaints in good faith will not be subject to discipline. It is expected and required that all individuals will cooperate with the investigators during the investigation.

### Sexual Assault

Lake Erie College is committed to providing a campus climate that promotes respect and concern for every individual who studies, works and/or lives on the campus. Any form of sexual misconduct is prohibited and regarded as a serious offense. Any violation of this policy will result in immediate disciplinary action.

In the State of Ohio (Ohio Revised Code, Section 2907) sexual assault is defined as: Any kind of sexual conduct (penetration), however slight, or contact (touching), that is unwanted, that involves force, threat of force, intimidation or coercion that is against the will of another person.

At Lake Erie College, sexual assault is defined as:

- Sexual physical conduct of any kind that involves force, intimidation or coercion
- Sexual physical conduct includes intentional touching of another person on an area of the body that is recognized as a private part of the body
- Contact with a person who is incapacitated and unable to consent. Incapacitated means being under the influence of alcohol or drugs or being incapable of understanding the consequences and implications of the act.

A student who is a survivor of a sexual assault should:

- Go to a safe place as soon as possible.
- Preserve all physical evidence. Do not wash hands, shower or change clothing. If clothes are changed, place those articles of clothing in a paper (not plastic) bag.
- Immediately report the incident to one of the following people: residence director or another residence director on duty; any member of the Student Life staff; or a safety & security officer.
- Notify the Painesville Police Department

The Director of the Student Success center or a member of the Student Life staff will assist with notifying authorities and seeking medical and/or emotional care, if the student so chooses.

Lake Erie College is required by Federal law [Public Law: 102-325, section 486(c)] to conduct an investigation of any reported claim of sexual assault. Copies of this law and its requirements may be obtained in the Student Life Office. The campus investigation is independent of any civil investigation and/or proceedings. The degree of the burden of proof in campus proceedings is the “preponderance of evidence“- in contrast to “beyond a reasonable doubt” in civil criminal trials.

An institutional investigation will be in progress within five (5) days of the report of sexual assault. A statement of rights and responsibilities will be provided to both the survivor and the accuser before the campus investigation begins. A three-person panel, comprised of faculty and staff members, trained for this responsibility, will conduct the institutional investigation. The rights of both the survivor and the accused will be respected during the campus investigation. Both the survivor and the accused will be allowed to have an advisor of their choice present during the investigation.

A residential student who has been accused of sexual assault will be immediately removed from college housing until the investigation is complete. It is the responsibility of that

student to locate alternate housing. The College reserves the right to suspend and/or remove a student from the residence halls during any or all phases of the campus investigation and subsequent procedures. Academic accommodations pertinent to the situation will be considered for both the survivor and the accused. Additional contact restrictions may be placed upon completion of the investigation.

Upon concluding their investigation, the investigating committee will provide a confidential written report to the Dean of Students. The Dean will notify both parties involved of the findings and conclusions reached by the investigating committee. Sanctions appropriate to the situation up to and including expulsion will be imposed if there is a preponderance of evidence to support the claim of sexual misconduct. Both parties involved will receive notification of the disciplinary sanction(s) imposed.

### Campus Sex Crimes Prevention Act

This law, enacted in October 2002, requires institutions of higher education to provide students with this information.

*Higher Education Act of 1965: Requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.*

Lake Erie College students are advised to visit the website of the Lake County Sheriff's Department ([www.sheriffdunlap.org](http://www.sheriffdunlap.org)) where there is a link to the website of the Ohio Attorney General. It is there that this information can be obtained. *Family Educational Rights and Privacy Act of 1974: Clarifies that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to that institution concerning registered sex offenders.*

The Act requires registered sex offenders to provide notice, as required under State law, to any higher education institution at which the person is a student, an employee or is present to carry on a vocation. State procedures are required to ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where institutions of higher education are located and that it is entered into appropriate State records or data system. A student at Lake Erie College found to be in noncompliance with this Act would be dismissed without refund.

## Smoking

In accordance with Chapter 3794 of the revised code regarding Ohio's smoking regulations and In keeping with Lake Erie College's intent to provide a safe and healthful work environment, smoking in the work place is prohibited in College-owned buildings, building entrances, and College-owned vehicles and will be permitted only in specific, designated outside locations. A limited number of "Designated Smoking Areas" have been strategically located on campus and are located in the following general areas:

- Bench area Garfield Center and Ritchie Gym
- Gravel area with benches between Mathews House and Garfield Center
- Paved area with benches behind Garfield Center
- College Hall – Picnic Table Areas
- Morley Hall – Behind Morley by telephone pole near upper Holden parking lot
- Austin Science – Bench area under trees
- Path to College Hall – Bench area between Holden Center and College Hall
- Lincoln Library – Bench area
- Residence Halls – Pavilion behind Holden Center and Rock area centrally located between dorms
- Service Department – Parking lot
- Equestrian Center – Parking lot
- Equestrian Center – Between Reinburger Barn and the Learning Center
- Equestrian Center – South side of the Learning Center

To remain compliant with State and Federal legislation and/or at the discretion of Lake Erie College, the above mentioned areas are subject to change. Revised "Designated Smoking Areas" will be announced accordingly.

## Solicitation and/or Outside Vendors on Campus

Any College or non-College individual, group or organization desiring to solicit students, faculty and/or staff to purchase goods or use services must obtain the written approval of the Chief Financial Officer or his/her designee.

Any member of the College community being asked to contribute or purchase should ask for proof that the solicitor or vendor has official approval to conduct business on the campus. If proof cannot be provided, community members are instructed to immediately report this activity to Security, the Chief Financial Officer or the Student Life Office. Please be prepared to give a physical description of any individuals involved as well as their vehicles

## Suicide Gesture Response

When a student engages in suicidal behavior on campus, the College will arrange emergency transportation for the student to an appropriate medical facility. The Dean of

Students will place the student on a medical leave of absence from the College effective immediately. This medical leave will require the student to stop attending classes; and if the student lives in a residence hall, that student must move out of the residence hall and return home. Since the student's safety and well-being are at stake, the College will contact the student's family and ask them to make arrangements for the student's transportation home. The Medical Withdrawal Panel will assemble and begin evaluating the situation.

This status will remain in effect until the student is able to provide the College with appropriate, written evidence from a licensed clinical psychologist or board certified psychiatrist confirming that the student sought and received, or will continue receiving, treatment that enables the student to return to the College without further risk to his or her safety or welfare. The information should be directed to the Dean of Students. The Dean of Students will review this information with appropriate staff, including the Director of the Student Success Center, Director of Academic Advising and the Vice President of Enrollment Management & Student Affairs. Conditions of re-enrollment will be determined on a case by case basis. The student will need to fulfill the conditions in order to re-enroll at the College.

## **RESIDENCE LIFE**

[housing@lec.edu](mailto:housing@lec.edu)

Lake Erie College is committed to maintaining an on campus living environment that is conducive to learning and promotes the idea of individual and group well-being and enrichment. The College supports the idea of encouraging students to assume personal responsibility for actions, yet also realizes its obligation to provide guidelines to protect the rights of other members of the community. This is particularly critical where living space is shared with others, whether a roommate or other building residents. Therefore, the Lake Erie College residence hall policies have been designed to protect the health and welfare of the majority of students residing in campus housing.

The residence halls are designed to foster a “Community of Respect” where students are challenged to be responsible citizens of the community through their actions and behaviors. By residing in a community of respect, residents agree to the following:

1. Respect the environment in which they live.
2. Emphasize personal development by encouraging the discussion of differing opinions and respecting one another's ideas
3. Support the worth and dignity of each person.
4. Promote justice and compassion on our campus and in our world
5. Enjoy Lake Erie College's rich cultural, ethnic and racial diversity.
6. Celebrate the heritage of the institution, affirming both tradition and innovative change.
7. Teach the spirit of excellence and integrity through scholarship and service.

In a community of scholars there is no place for inconsiderate and hateful behavior. Students are held responsible for their behavior

Currently, the residential area of Lake Erie's campus consists of four traditional residence halls and College leased apartments and townhouses that house over 500 students. ***The College encourages students to obtain personal property insurance and will not be held liable for loss or damage to personal property of the student while residing in campus operated facilities.*** Professional staff members, known as residence directors, oversee student leaders who are known as resident assistants. These individuals are responsible for promoting and maintaining a healthy and safe community for our students. They lend a helping hand, a listening ear, a shoulder for support, and an open door for student concerns. Staff members are trained to handle roommate conflicts, crisis management, referrals, and a wide variety of areas where students may need help. There is an "RA on Call" each night (8:00pm to 8:00am) and can be reached through the numbers posted within the residence halls and apartments. RA's conduct community safety rounds each night to assist with maintenance reports and student concerns. There is also a Residence Director on Call nightly to support the RA and serve as a resource for higher level concerns that may arise. Student questions can be reported to the Student Life Office at any time.

### On Campus Living

Each residence hall, apartment building and townhouse may further restrict the following regulations through Community Living Agreements that are created at the beginning of each semester. Community living demands that each resident assume certain group and individual responsibilities. Each resident student is expected to:

- attend and participate in hall meetings;
- support hall activities and programs;
- care for his/her own room and personal property as well as for the property of the College and others;
- Adhere to the Student Code of Conduct.

### Apartment Living

Students residing in the College leased apartments and townhomes (Founders Court, Paige Place and Lydia Sessions) are subject to a unique living environment designed to prepare them for their "life after college" while providing them the safety and security of campus resources. There are more responsibilities with apartment living such as taking out your own garbage, cleaning your own apartment, and buying your own toilet paper and cleaning supplies. There are also advantages including greater independence, low student-to-bathroom ratio, full kitchens, and air-conditioning.

Students residing in these areas are expected to adhere to the Student Code of Conduct and all residential policies as outlined. Apartment and townhomes are maintained by the property owners; however, maintenance requests and concerns should be brought to the attention of the Residence Life staff within the building and/or the Director of Residence Life. Maintenance requests should be submitted: **[housingmaintenance@lec.edu](mailto:housingmaintenance@lec.edu)** or after hours and emergencies reported to the RA on Call or LEC Security.

### Abandoned Items

Residents are responsible for their own personal property at all times. When residents have not vacated assigned space as scheduled (room changes as well at the end of a academic period) and have not removed personal property, residence life staff will make a reasonable attempt to contact the residents. Forty-eight (48) hours after this attempt to contact, the personal property will be removed at the resident's expense. Residents will be billed a minimum labor charge of \$50 plus \$20/hour per employee involved in the removal and/or storage of abandoned personal property. Personal property removed by residence life staff/maintenance personnel will be disposed of. Lake Erie College is not liable for damage to or loss of property that might occur during the course of removal or disposal. Residents will be billed for all costs incurred in removing personal property and restoration of the room to a useable space.

### Absence from Campus Living

A student who will be absent from his/her room for an extended period of time should notify their residence director and/or resident assistant of their pending absence and leave a telephone number where they can be reached in the event of an emergency. Staff members will assist in notifying instructors of extended absences.

### Appliances

Electrical appliances are permitted only in the kitchen area of the residence halls. Residence directors will be responsible for supervising the proper use of electrical equipment during the year. Limited cooking may be done in the kitchen area. When the student is finished, it is expected that the kitchen will be left clean and in order. Abuse of kitchen property may result in the kitchen being closed or the forfeiture of cooking privileges by the student(s) responsible.

Electrical appliances are provided in the College leased apartments and townhouses. Students are expected to use these items appropriately, abiding by all rules and regulations. Flammable material should be kept in clear distance from the stove (and other similar appliances) to reduce risk of fire. Fire extinguishers are located in the hallway and regularly inspected. Students are encouraged to purchase an appropriate residential fire extinguisher and keep it in an appropriate place in the event of a fire. It is the responsibility of the student(s) to report any concerns, suspected problems with appliances ([housingmaintenance@lec.edu](mailto:housingmaintenance@lec.edu)) as soon as possible.

### Arrival, Departure and Scheduled Break

Residence Halls will be open for Lake Erie College student residency during regular fall and spring academic sessions in accordance with the official academic calendar. The Student Life Office establishes the official move-in date for each semester. All students must comply with the published date.

At the conclusion of the semester, students are required to leave within 24 hours of their last final exam. Those students who have an exam on Thursday will be required to leave by 9:00 a.m. on Friday. Final exam schedules will be verified. Seniors and those students who have official roles in Commencement are required to notify the Director of Residence Life if they need to stay on campus through Commencement.

All students must arrange transportation to comply with this policy. Each student is required to vacate the residence hall between fall and spring semester and spring break. A charge of \$25 per evening is assessed for any student who must arrive early or depart late. The charge is automatically added to the student's account. Students are required to surrender their keys prior to leaving for break; students will be charged for not doing so.

### Balcony Policy

Lydia Sessions apartment community offers residents a unique amenity. Due to concerns regarding resident health and safety, balconies at Lydia Sessions apartments should be kept free of all College furniture. Balcony railings should be free of decorations such as lights and banners. Personal laundry should not be left out on balconies. Patio furniture only may be permitted by request to the Student Life Office. Residents may not use chalk, spray paint or any other media to put graffiti or decorations on the walls, floor or railings of the balcony area.

It is expected that residents utilizing the balconies will conduct themselves as responsible LEC community members. The following guidelines must be adhered to:

- Balconies are extensions of the residents' rooms therefore; all policies in the Student Handbook regarding student behavior and guests behavior are in effect and are to be observed.
- In accordance with the No Smoking Policy, smoking is not permitted on balconies
- Consumption of alcoholic beverages on the balconies – whether or not the student is of legal age- is prohibited.
- No items may be thrown from balconies at any time (trash, snowballs, etc.)
- Grilling is not permitted on balconies
- No more than two (2) persons can be on the balcony at any given time

### Contract

Each student residing on campus and/or campus leased apartment facilities are required to sign and submit a formal contract which can be obtained through the Student Life Office. Students also receive the contract when they sign-up for housing during the Room Selection/Lottery process held in April. The Residence Hall Contract is for one academic year, Fall and Spring. Cancellation dates follow the College refund policy schedule as posted on-line and can be cancelled if a student informs the Student Life Office within the timeframe as outlined in the refund schedule. Students are expected to uphold the contract as written. Copies of the contract are available in the Student Life Office.

### Courtesy Hours

Courtesy hours will be in effect 24 hours per day/seven days per week. A request by another student to reduce the noise level at any time will be given immediate and willing compliance.

### Corridors

In compliance with fire safety standards, all corridors must be kept clear and free of obstruction at all times. No shoes, boots, rugs, furniture, clothes, etc. may be kept in residence hall hallways at any time.

### Damage and Repair Fees

College maintenance personnel inspect all damage that occurs to or within a residence hall. Maintenance personnel will inspect all damage that occurs to or within College operated apartment facilities. The Director of Residence Life is provided information about the total cost of replacing or repairing damage. This cost of replacement or repair is assessed to students as follows:

- Damages to an individual residence hall room will be assessed to the student to whom it has been assigned; roommates will split costs as appropriate.
- Damages to the common areas on residence hall floors are assessed to all of the students residing on that floor if the responsible individual(s) cannot be identified
- Damages to main floor lounges, kitchens, rest rooms, and/or computer rooms will be assessed to all members of the residence hall if the responsible individual(s) cannot be identified

Residents that have a maintenance issue are responsible for appropriately reporting the problem to **[housingmaintenance@lec.edu](mailto:housingmaintenance@lec.edu)**. The request will be filtered to the appropriate maintenance personnel for their area (on-campus or apartments). Residents should not contact the Lake Erie College Physical Plan directly.

## Fire Evacuations

When a fire alarm sounds, students must proceed quietly to their assigned area. The Painesville Fire Department has stipulated that rooms should be left in the following order:

- Windows closed
- Wall or ceiling light on
- Door unlocked but closed

If students are going to their assigned area from a location other than their room, they should NOT return to their room. Students must go directly to their assigned area via the nearest exit. Staff members will direct students to holding areas. (*Andrews/Fowler toward Fowler Parking Lot; Dickinson/Ritter toward Holden Center; Apartment Residents – Please review the information located on the back of your individual apartment entry door*)

Failure to evacuate any building during a fire drill "may result in a fine of not less than \$10.00 and not more than \$300.00 or by imprisonment for not more than 30 days, or by both such fine and imprisonment." (Fire Prevention Code, City of Painesville.) The College, in cooperation with the Painesville Fire Department, reserves the right to enter any College room for the purpose of ascertaining evacuation. At no time will any student interfere with the duties of fire department employees.

## Fire Safety Regulations

- Fire escapes and Emergency doors are to be used only in the case of an actual fire or drill
- Flammable fluids may not be kept in the residence hall except for rubbing alcohol (less than one quart)
- The use of cooking appliances: hot plates/pots, toasters, toaster ovens, George Foreman grills, coffee pots are prohibited in student rooms; these appliances may be used in building kitchen areas only/apartment kitchen areas only. All appliances should be kept unplugged while not in use.
- Extension cords and multiple outlet adapters are prohibited in all residence halls. Heavy duty, continuous action and grounded extension cords may be used and must be approved by Underwriters Laboratory (UL)
- No objects of any kind should be hung from light fixtures
- Netting, sheets, flags and other flammable materials should not be draped from the ceiling
- The burning of candles, incense or the use of an open flame is prohibited
- Removing, dismantling or covering smoke detectors is prohibited. Replacement batteries for battery operated alarms (College leased apartments) are available in the Student Life Office

- Do not tamper with fire prevention equipment. Do not place or hang items within 24 inches of sprinkler systems.
- Corridors and exit-ways must be kept clear and unobstructed at all times. Shoes, boots, boxes, rugs, furniture, bikes or other items may **NOT** be left in hallways.

Students who violate fire regulations may be subject to fines and/or disciplinary action, and/or legal action as deemed necessary by the Painesville Fire Department. In the event of an actual fire, the Painesville Fire Department must be notified by telephone at 911, as well as by automatic alarm. Security should also be notified at 440/375.7575. Annual fire safety reports are on file with the Director of Security.

To ensure the safety and security of all residents, hall, apartment and townhouse inspections will be conducted at least once per semester.

### Holiday Decorations

All decorative materials inside the residence halls and apartment areas must be fireproof. Only artificial or fire resistant trees should be used. No more than one-tenth of any door area may be covered with combustible materials. Holiday lights and other electrical wiring should not be placed on metal surfaces. No lights or other decorations may be hung from the ceiling. Lights may not be nailed or stapled to surfaces.

### Keys

It is essential for the personal safety and the safekeeping of both College and personal property that each student assumes full responsibility for the correct use and possession of his/her keys. Students are encouraged to keep their room doors locked at all times. Lobby doors must remain closed and locked at all times; propping doors is prohibited.

Keys are issued by the Director of Residence Life (or designee) assigned to the specific location. Failure to return keys, lost or theft of any key results in a fine of \$150.00 per key to the student issued the key(s). Lost or theft of any key **MUST** be reported to the residence director within 24-hours. Failure to do so may result in additional fines and disciplinary action. Spare room keys are available in the Student Life Office. Students may sign out a spare key for 48 hours.

Keys are to be used only by the individuals to whom they are issued and are not to be duplicated. Violations will result in disciplinary action.

### Overnight Guests

- Overnight guests are permitted on Friday and Saturday nights only if they have been registered in the Student Life Office in addition to completion of an Overnight Guest form with their roommate (s) signature.

- Overnight guests must register with the Director of Residence Life by 12 p.m. on Friday of the intended visit.
- Overnight guests not registered properly will be asked to leave immediately.
- The vehicle of any overnight guest must be registered with Security immediately upon arrival. The application for the guest registration tag is obtained from the director of community living.
- Students and guests must use appropriately designated rest rooms
- Overnight guests must abide by all rules and regulations of LEC. The host student is responsible for all policy violations of his or her guest (s) and will be subject to appropriate sanctions.

### Pets

Pets of any kind are not permitted in campus buildings except for registered service animals. This includes College leased apartment communities. A residential student may keep a fish aquarium (maximum size: 20 gallons), provided it is properly maintained; any other type of pet is not allowed. Predator fish are not permitted. Residence life staff has the authority to inspect students' rooms without notice to verify unauthorized pets. If a pet (other than fish) is found in a student's room, the student will be subject to the following disciplinary action:

1st violation: \$40.00 fine and notification of 24-hour pet removal.

2nd violation: \$80.00 fine and immediate removal of pet by College staff to an appropriate animal care facility.

3rd violation: \$160.00 fine, immediate removal of pet and disciplinary probation or suspension.

All fines will be billed directly to the student's account. Fines will also be imposed if proper procedures for cleaning fish tanks are not followed.

### Painting

Painting of ANY area in the residence hall, apartment building or townhouse including an individual room is prohibited. Students who do not comply with this policy will be fined for damages.

### Public/Community Living Areas

Public/community living areas are defined as any space that is not a specified room assigned to a specific student(s). Each student is expected to observe the rights of others when using these areas and to maintain appropriate housekeeping habits in all common areas. All materials posted on room doors and in view of other people are not permitted to be offensive in nature.

### Quiet Hours

Quiet hours in all residence halls, apartment buildings and townhouses are from 10 p.m. until 10 a.m. Sunday through Thursday. An atmosphere conducive to study will be provided

to any and all students on class nights. Quiet hours will be from 1 a.m. until 12 p.m. on Fridays and Saturdays.

### Room Condition Reports/Damage Assessments

Prior to students moving in, the residence director or resident assistant will conduct a visual inspection of the room, making note of all damages and discrepancies that exist in the room. Upon moving out or changing rooms, the residence director or resident assistant will accompany the student in a visual inspection of the room. The student will be held financially responsible for any further damages or discrepancies noted during this inspection. Fines for damages, as determined by the College, will be assessed to the student's account.

### Room Inspection

The College reserves the right to conduct room inspections whenever deemed necessary by the administration for preservation of the health and safety of persons and property. Except in emergencies and in the case of service, Health and Safety Inspections will be conducted twice a year.

In a case of perceived health, safety, or theft problems in the residence hall or College leased apartments/townhouses, the College reserves the right to conduct unannounced room inspections. These inspections will be conducted by residence directors and/or the director of residence life.

### Room Lock-Outs

Those students who are locked out of their room must seek the assistance of their resident assistants or residence directors. Doors will be unlocked only for the assigned occupants of rooms, as soon as a staff person is available. Students who abuse the unlocking privilege by requesting that their doors be unlocked more than three times per semester may be fined \$10.00 per subsequent unlocking request. Anytime Security is called to unlock a student room on campus or in a campus leased apartment, a \$10.00 may be assessed to the student's account.

### Room Repairs

Residents that have a maintenance issue are responsible for appropriately reporting the problem to **housingmaintenance@lec.edu**. The request will be filtered to the appropriate maintenance personnel for their area (on-campus or apartments). Residents should not contact the Lake Erie College Physical Plan directly.

### Room Selection

The Director of Residence Life (or designee) will assign housing to all new residential students. Room assignments for returning students are determined by a lottery system. Only currently enrolled students who are eligible to return will be allowed to participate in

the room selection process at which time they may indicate a particular room selection. This selection or process does not guarantee the desired room or location; the College reserves the right to make changes as needed without consent of the student (s). In the event that a roommate vacates for any reason, the College reserves the right to prorate billing for a single.

Any student who requests a single room for medical reasons must submit a written request from his/her doctor prior to room selection each year. Medical singles are subject to approval by the director of residence life (or designee). Medical singles may be approved for one year at a time and will be billed according to the procedures outlined for a single room. There is limited availability of single rooms. The director of residence life (or designee) will make all room assignments and changes, and reserves the right to make changes in room and hall assignments without prior notice to the student (s).

Based on availability, an appointed resident assistant may receive a single room as remuneration for the period of time that he/she holds this position. Room location assignments for the resident assistants are made at the discretion of the Director of Residence Life.

Requests for room changes or roommate are made to the Director of Residence Life and may not occur until after the 2<sup>nd</sup> week of classes each term. Room change requests will be granted if space allows and will require a processing fee of \$35.

### Room Search

The College reserves the right to enter and search a student's room when reasonable suspicion is present that a violation of regulations is being committed. All residence directors are automatically granted permission to search a room. Other staff members, who observe behavior or activity that violates College regulations connected to a specific residence hall room, must obtain a permit to search from the director of community living. The request for the permit to search must specify the reason for the search, items sought during the search, the room(s) to be searched, the name(s) of the student(s) occupying the room(s) and the signature of the officer of the College authorizing the search. A copy of the permit to search must be given to the student(s) whose room is being searched with the student being present, if possible. Two staff members will conduct the search. Staff members in active pursuit of a violation of College regulations may enter and search the premises to follow up on the alleged offense without a permit to search.

### Smoking

In accordance with Chapter 3794 of the revised code regarding Ohio's smoking regulations and In keeping with Lake Erie College's intent to provide a safe and healthful work environment, smoking in the work place is prohibited in College-owned buildings, building entrances, and College-owned vehicles and will be permitted only in specific, designated

outside locations. A limited number of “Designated Smoking Areas” have been strategically located on campus and are located in the following general areas:

- Bench area Garfield Center and Ritchie Gym
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- Morley Hall – Behind Morley by telephone pole near upper Holden parking lot
- Austin Science – Bench area under trees
- Path to College Hall – Bench area between Holden Center and College Hall
- Lincoln Library – Bench area
- Residence Halls – Pavilion behind Holden Center and Rock area centrally located between dorms
- Service Department – Parking lot
- Equestrian Center – Parking lot
- Equestrian Center – Between Reinburger Barn and the Learning Center
- Equestrian Center – South side of the Learning Center

To remain compliant with State and Federal legislation and/or at the discretion of Lake Erie College, the above mentioned areas are subject to change. Revised “Designated Smoking Areas’ will be announced accordingly.

### Standard Regulations

- Sports may not be played inside the residence halls. These activities include, but are not limited to, basketball, roller-blading, Frisbee, running, softball, wrestling, etc.
- Musical instruments are not to be played in the residence halls.
- Airsoft guns are not permitted inside of student rooms, apartments or College owned or leased buildings.

### Telephones

There is one telephone line into each student room in the residence halls. Room occupants are provided with their specific telephone number at the beginning of the year. This line provides local access only. Each student must make his/her own arrangement for a long distance provider. Students must provide their own telephone that subscribes to or is compatible with the current phone system.

### Television

Each residence hall lounge area is equipped with a television with cable service, a VCR and DVD player for the intended use of the residents of that building. Basic cable is provided per room/apartment. Students should contact the cable company provider directly for upgrades. The name and telephone number of that provider is available in the Student Life Office.

## Visitors

- Visitors are permitted in student rooms from 10:00 a.m. to 12:00 a.m., Sunday through Thursday and from 10 a.m. until 2 a.m. on Friday and Saturday nights with the permission of the roommate. No more than six people may be in a room at one time.
- A visitor is defined as any individual who does not contract to live in campus housing at Lake Erie College.
- Students will be held responsible for informing the visitor(s) of College regulations and will be held accountable for the actions of their visitors.
- Visitors must be properly escorted at all times and may not remain alone in the host student's room. Keys to student rooms will not be issued to guests.

## **SECURITY**

Security of the Lake Erie College campus and all who live and work here is the responsibility of every member of the College community. A conscious effort must be made by each student, faculty, and staff member to ensure the safety and well-being of persons and property. Anyone observing a suspicious person or act should report the situation immediately to Security at 440-375.7575; or the Painesville Police Department at 911 for emergencies, or administrator, staff or faculty member.

Security maintains a lost and found department, as well as providing an escort service to all members of the College community traveling between buildings or to the parking lots after sunset. Escort service is obtained by calling Security at 440/375.7575.

## **STUDENT EMPLOYMENT**

**[career@lec.edu](mailto:career@lec.edu)**

Lake Erie College offers a variety of part-time employment opportunities to students. It recognizes that student employment is a valuable form of financial assistance that often provides significant contribution to overall college expenses. In addition to financial assistance, working at Lake Erie College has other advantages, which include gaining valuable work experience; the convenience of working on campus to accommodate one's class schedule; and the opportunity to become an integral part of the College community.

Two student employment programs are available at Lake Erie College: ***College Work-Study (CWS)*** a federally funded program for students who have demonstrated financial need and ***General Student Employment (GSE)***, an institutional financial assistance that is funded by Lake Erie College. The office of financial aid recommends either CWS or GSE and works collaboratively with the student and the Career Services and Internships Office. The student employment process is coordinated through the Career Services and Internships Office, which is located in College Hall. Details of the student employment process are indicated in the Student Employment Handbook.

## **STUDENT LIFE**

The co-curricular aspects of college life are an integral part of a liberal arts education. The experiences that occur outside of the formal classroom setting provide valuable opportunities for social, emotional and intellectual growth. Lake Erie College offers a broad range of activities designed to appeal to a variety of academic and personal interests. These resources are available to all Lake Erie College students. All Lake Erie College students are encouraged to participate in campus clubs and organizations as a means of enriching their college experience. There are a variety of clubs for individual and group enjoyment. If a club is not currently established, consistent with opportunities available here at Lake Erie College's small community, students are encouraged to organize new clubs or organizations of interest to them and other students.

Students needing assistance for any variety of problems should feel free to seek help from any member of the Student Life staff. Communications between personnel and the student will remain confidential. Further information about local referral agencies for medical or personal concerns can be obtained in the Student Life Office, Holden Center 120.

### Activities

Students are encouraged to attend and assist in the planning of campus activities. The Student Activities Council (SAC) is a student run organization that plans activities on and off campus. SAC membership is open to all Lake Erie College Students. It is a great way to meet other students and plan activities that are interesting and fun. SAC provides entertainment through game shows; casino night; free movie tickets; karaoke; coffee houses; bands; video gaming tournaments and various other events.

### Clubs and Organizations

Each year, any student group, club or organization that wishes to be officially recognized as a Lake Erie College student club or organization must file an application for recognition with the Student Government Association. Only those student organizations that have been approved for the current academic year by the Student Life Office and the Student Government Association will be considered officially recognized during the academic year and eligible for funding.

### Identification Cards

I.D. cards are obtained from the Student Life Office. I.D. cards are intended to last for the duration of the student's enrollment. The first card is issued at no charge. All replacement cards are \$5.00 each and can be paid by cash only. Students are required to use their I.D. card at all meals including utilizing *Storm Dollars* at the Storm Café.

### Student Government Association

The Student Government Association provides all students at Lake Erie College with representation and influence regarding a variety of policies, actions and activities. Students

are elected by their peers annually to serve in various capacities.

## **STUDENT SUCCESS CENTER**

The Student Success Center is available to assist students in being successful in all areas of college life. The following are some of the services available to students at Lake Erie College:

Services available to *all* Lake Erie College Students:

- Social and Academic Counseling and Behavioral Interventions
- Success support, academic monitoring, and support of students on academic probation
- Collaboration with and referral to community agencies including alcohol/drug, mental health, and rehabilitation services
- Stress management and suicide awareness training
- Weekly walk-in medical clinic
- Bi-weekly Chiropractic Clinic
- Monthly blood pressure, sugar, and cholesterol screenings
- Referrals to medical and family planning clinics
- Depression, anxiety, ADHD screenings and appropriate referrals
- Critical incident response

Services available to students with *documented* disability issues:

- Development, implementation and monitoring of accommodation plans
- Professional and peer tutoring in all subject areas
- Writing lab staffed by professional educators to assist with writing projects in any subject area
- Math and Science lab staffed by a professional educator
- Books on CD
- Extended time for examinations
- Examinations administered in a distraction reduced setting – **NOTE: An appointment must be made to take an examination in the Student Success Center.**
- Scribes and Note-takers
- Readers for examinations as needed
- Personal, academic and social coaching
- Pre/post admission counseling

