

LAKE ERIE COLLEGE STUDENT HANDBOOK

(Revised September 2017)

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. Revisions will be shared electronically.

CIVILITY STATEMENT

Student Life Office of Lake Erie College promotes an environment of tolerance for others. Fostering a community based on civility toward one another which is guided by a principal of self-responsibility and accountability for actions. An environment rich in difference is vital to the College experience. In a community of scholarship and citizenship there is no place for hurtful behavior. Specifically:

Safety/ Social Responsibility/ Accountability

- Lake Erie College emphasizes the importance of individual responsibility and accountability in the lives of all students.
- All members of the college community strive to create a positive environment through considerate conduct. A living community that promotes and adheres to all policies stated within the student handbook.

Academics

- It is the obligation of all community members to preserve an atmosphere conducive to the freedom to teach and to learn. The College is committed to creating and maintaining a positive learning and working environment both in and out of the classroom.
- Students who submit academic work that is not their own are betraying the academic mission of the College.

Diversity

- Civility can be displayed when a person is willing to embrace diversity and respect individuals with differing backgrounds, beliefs, and cultures. All members of the College community are equal and accountable to each other. The College recognizes and welcomes a community comprised of diverse thought in order to provide an atmosphere of cross-cultural understanding so that we can better embrace diversity and celebrate difference.

Respect

- It is with understanding that each member of the community interact with one another according to the “Golden Rule” which is defined as “treating others how you would want to be treated.” Our community is guided by an underlining respect for self, others and property. It is believed that those residing in the community will coexist peacefully and understand that your personal choices do have an effect on the community as a whole.
- Students/Faculty & Staff are encouraged to become involved members of the campus community in order to learn how to serve the greater good through their contributions as global citizens

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.

Minimum Sanctions

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* may be used as a minimum sanction for any of these violations if deemed necessary by the President of the College or his designee.

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:

Behavior

Code I: Discourtesy to Faculty or Staff

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

Minimum Sanction: Disciplinary warning; educational task

Code II: 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.

Minimum Sanction: Disciplinary/social probation; educational task.

Code III: 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.

Minimum Sanction: Disciplinary warning; educational task

Code IV: Failure to Respond

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

Minimum Sanction: Disciplinary warning; educational task.

Code V: 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

Violation

Minimum Sanction

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 VI: Fraternalization

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 employees.

Minimum Sanction: Educational task; restricted contact

Code VII: Gambling

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

Minimum Sanction: Disciplinary/social probation; educational task; \$50 fine

Code VII: 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.

Minimum Sanction: Disciplinary warning; educational task; denial of access; restitution

Code IX: 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.

Minimum Sanction: Disciplinary warning; educational task.

College Property

Code X: College Keys

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

Minimum Sanction: Disciplinary warning; educational task; restitution

Code XI: College Computers

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

Minimum Sanction: Disciplinary warning; educational task

Code XII: 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.

Minimum Sanction: Disciplinary warning; educational task; restitution (if necessary)

Code XIII: College Telephones

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

Minimum Sanction: Disciplinary warning; educational task

Code IX: 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.

Minimum Sanction: Disciplinary/social probation; educational task

Code XV: Parking, Traffic and Vehicle Regulations

To park on Campus or in Campus controlled lots, all vehicles must be registered with Security and are to display a current parking permit properly displayed on the registered vehicle. Parking in Fire Lanes, in front of Garbage Receptacles, in marked "No Parking" zones, on the grass, parking in Handicap (without proper permit) spaces, parking in Reserved/Guest/Visitor spaces and parking in non-student lots are some of the more common parking violations. Lake Erie College Staff, Faculty and Students should consult the Parking Brochure located on the Security page of the College website (www.lec.edu) for more information concerning parking on Campus or Campus controlled properties.

Minimum Sanction: Parking fines are \$10.00 for the first violation, \$25.00 for the second violation and \$50.00 for the third and each subsequent parking violation. Vehicles may also be towed and/or booted at the owner's expense.

Damages & Personal Property**Code XVI: 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).

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

Code XVII: Receipt of Stolen Goods

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

Minimum Sanction: Disciplinary/social probation; educational task; \$50 fine

Code XVIII: Sale/Exchange of Stolen Property

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

Minimum Sanction: Disciplinary/social probation; educational task; \$50 fine

Code XIX: Theft

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

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

Drug, Alcohol, Narcotics

Code XX: 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.

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 XXI: 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.*

Suspicion of Marijuana	Defined as smell or evidence of use; \$50 fine; drug assessment; educational task This includes smells permeating through residence halls and apartment community areas. Community areas are subjected to community fines of \$25.00 per person if the smell persists after a warning is provided
First Offense Marijuana	Recommended suspension from College housing for two weeks; \$150 fine; letter to parent/ guardian; drug assessment; educational task
Second Offense Marijuana	Recommendation for permanent removal from College housing; \$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 <i>*When a staff member perceives that a student is buying/selling/using any illegal drugs, the Painesville Police Department will be called to campus.</i>

Code XXII: Fireworks

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

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

Code XXIII: 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.

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

Harassment

Code XXIV: 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.

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

Code XXV: 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.

Minimum Sanction: Disciplinary/social probation; educational task; restriction of privileges

Code XXVI: Hazing

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

Minimum Sanction: Disciplinary/social probation; educational task; restriction of privileges

Sexual Misconduct

Code XXVII: Stalking

Repetitive, menacing pursuit, harassment and/or interference with the peace and/or safety of a member of the College community. Stalking may take many forms, including, but not limited to, persistent calling, texting, direct messaging, posting on a social networking site, monitoring behavior, taking pictures or physical stalking.

Minimum Sanction: Disciplinary/social probation; educational task; restriction of privileges; restricted contact

Code XXVIII: Sexual Harassment

Sexual Harassment is unwelcome, sex or gender-based verbal or physical conduct that is sufficiently severe, persistent and/or pervasive. When these behaviors have the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the College's educational programs and/or activities, or fulfill their work responsibilities, it is in violation of this policy. Sexual harassment can be based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. Specific examples of sexual and sex-based harassment may include: requests for sexual favors; unwanted physical contact (touching, pinching or brushing the body); verbal harassment (sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, 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 a nature).

Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

Code XXIX: Non-Consensual Sexual Contact

Any intentional sexual touching, however slight, with any object, by a person upon a person that is without consent and/or by force. Examples include, but are not limited to: Intentional contact with the breasts, buttock, groin, genitals, mouth or other orifice, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

Code XXX: Non-Consensual Sexual Intercourse

Any sexual penetration however slight, with any object, by a person upon a person that is without consent and/or by force. Examples include, but are not limited to: Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

Code XXXI: Sexual Exploitation

Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: Invasion of sexual privacy; prostituting another individual; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as allowing others to hide in proximity to witness sexual activity); engaging in voyeurism; knowingly exposing another unaware individual an STD or HIV; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.

Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

Code XXXII: Intimate Partner Violence

Intimate Partner Violence, also known as Dating Violence is defined as violence committed by a person who is or has been in a social relationship of romantic or intimate nature and where the existence of such a relationship shall be determined based on the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. The abuse can take a variety of forms such as isolation, displaying a self-destructive behavior, physical, sexual, psychological or emotional and economic abuse.

Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

Code XXXIII: Quid Pro Quo

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another when submission to such conduct is made either explicitly or implicitly a term or condition of employment, educational benefits, academic grades or opportunities, living environment or participation in a College activity.

Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

TITLE IX

In accordance with 1972 re-authorization of the Higher Education Act, Title IX stipulates that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Title IX requires all schools receiving federal financial assistance to take reasonable steps to create a safe, nondiscriminatory learning environment. 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 campus. Any form of harassment, gender discrimination, assault, sexual violence (including sexual harassment, sexual assault, intimate partner violence, dating violence and stalking). Upon receipt of a report of sexual violence or gender discrimination, Lake Erie College will conduct an investigation and, where appropriate, adjudicate alleged student violations through the Title IX Investigation Process, including taking immediate action to end the discrimination, remedy its effects, and prevent its future recurrence. The Office of Student Life and the Office of Human Resources will jointly investigate reports involving both students and employees. An action taken against students or employees, as a result of the investigation, is separate from any criminal or civil proceeding.

Retaliation Prohibited

Lake Erie College prohibits individuals from retaliating against a person who reports an act of gender discrimination, sexual harassment, sexual assault, intimate partner violence, dating violence, or stalking. The College further prohibits individuals from retaliating against anyone providing assistance with such a complaint or participating in any manner in an investigation or resolution of a complaint. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Filing a Report

Any member of the College community (student, faculty, staff, volunteer or contractor), guest or visitor who believes that they have been the recipient of sexual harassment, interpersonal violence or some other form of discrimination prohibited by Title IX and wishes to make a complaint should contact the Title IX Coordinator in person, by email, or by phone.

Students:

Billie Dunn, Vice President for Student Affairs/Title IX Coordinator
bdunn@lec.edu
440-375-7517
Holden Center, 120

Employees:

Andrea Myers, Director of Human Resources
amyers@lec.edu
440-375-7212
Kilcawley Hall, 358

Duty to Report

Most College employees receiving reports of a potential violation of this policy are responsible employees with a mandatory duty to report and are therefore expected to promptly contact the Title IX Coordinator, within one (1) business day of becoming aware of a report or incident. Only employees acting in their professional role and with a legal obligation to maintain confidentiality, such as counselors, doctors, nurses acting at the direction of a doctor, and clergy acting in those roles, are expected to maintain confidentiality consistent with their professional and legal obligations; those individuals are exempt from the reporting requirement.

Confidentiality

All reports and complaints will be treated with the maximum possible privacy. Subject to the College's obligation to take action regarding violations, a reasonable effort will be made to maintain the privacy of those initiating a complaint or report of a possible violation. In all cases, Lake Erie College directs and expects all personnel involved in resolution to be discreet during proceedings. Information about a report is limited to those parties who have a legitimate need to know. Parties involved are advised to maintain discretion and not engage in public discussion of the case. The President's Office will be kept apprised of the context and progress of the all investigations unless a conflict exists. The Security Office has an obligation to report to the Painesville Policy Department any reported felony crimes, sexual assaults or any serious physical injury to people. The College will give consideration to the reporting party with respect to how a possible violation is pursued, but the College reserves the right, when necessary to protect the community and the College, to investigate and pursue a resolution when the reporting party chooses not to initiate or participate in a formal complaint.

No person shall make an allegation that one knows to be untrue or knowingly provide false information during the course of an investigation. Making a false complaint or giving false information is a violation of the Lake Erie College Code of Conduct and may be a basis for conduct sanctioning, including expulsion or termination. Evidence of false complaints or false information shall be referred by the Title IX Coordinator to the appropriate office for investigation.

Resources

Security security@lec.edu	Holden Center, Room 110	440-375-7575 *24/7
Student Life studentlife@lec.edu	Holden Center, Room 120	440-375-5705
Dr. John Spiesman jspiesman@lec.edu	Garfield, Room C16	440-375-7372
Painesville Police Department		911 or 440-350-5434
Cleveland Rape Crisis Center CRCC 24/7 Support & Crisis Hotline Call/Text: CRCC Chat @: clevelandrapeccrisis.org/chat CRCC has trained specialists available to listen and provide support 24/7.		216-619-6192

Sexual Misconduct Policies

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 campus. Any form of harassment, gender discrimination, assault, sexual violence (including sexual harassment, sexual assault, intimate partner violence, dating violence and stalking) is prohibited and regarded as a serious matter. Sexual misconduct often exploits a relationship between individuals of unequal power and authority (for example, the relationship between an employee and a supervisor or between a student and a teacher), but may also occur between social and professional peers. Sexual misconduct may involve the behavior of a person of either gender against a person of the opposite or same gender. Sanctions for sexual misconduct range from warnings and mandatory education about sexual misconduct issues to dismissal or termination, depending on the seriousness and frequency of the behavior.

Sexual Misconduct Offenses include, but are not limited to:

Sexual Harassment

Sexual Harassment is unwelcome, sex or gender-based verbal or physical conduct that is sufficiently severe, persistent and/or pervasive. When these behaviors have the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the College's educational programs and/or activities, or fulfill their work responsibilities, it is in violation of this policy. Sexual harassment can be based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. Specific examples of sexual and sex-based harassment may include: requests for sexual favors; unwanted physical contact (touching, pinching or brushing the body); verbal harassment (sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, 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 a nature).

Non-Consensual Sexual Contact

Any intentional sexual touching, however slight, with any object, by a person upon a person that is without consent and/or by force. Examples include, but are not limited to: Intentional contact with the breasts, buttock, groin, genitals, mouth or other orifice, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Intercourse

Any sexual penetration however slight, with any object, by a person upon a person that is without consent and/or by force. Examples include, but are not limited to: Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sexual Exploitation

Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: Invasion of sexual privacy; prostituting another individual; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as allowing others to hide in proximity to witness sexual activity); engaging in voyeurism; knowingly exposing another unaware individual an STD or HIV; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.

Intimate Partner Violence

Intimate Partner Violence, also known as Dating Violence is defined as violence committed by a person who is or has been in a social relationship of romantic or intimate nature and where the existence of such a relationship shall be determined based on the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. The abuse can take a variety of forms such as isolation, displaying a self-destructive behavior, physical, sexual, psychological or emotional and economic abuse.

Stalking

Repetitive, menacing pursuit, harassment and/or interference with the peace and/or safety of a member of the College community. Stalking may take many forms, including, but not limited to, persistent calling, texting, direct messaging, posting on a social networking site, monitoring behavior, taking pictures or physical stalking.

Quid Pro Quo

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another when submission to such conduct is made either explicitly or implicitly a term or condition of employment, educational benefits, academic grades or opportunities, living environment or participation in a College activity.

Consent

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of sexual activity).

- Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent does not imply consent to future sexual acts. o NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.

- Sexual activity with someone who should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force can also include threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that sex is not wanted, want it to stop, or do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

- This policy also covers a person whose incapacity results alcohol or drug use, mental disability, sleep, involuntary physical restraint, or from the ingesting of “rape drugs”. Possession, use and/or distribution of any of these substances is a violation of this policy. • Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

Interim Measures

Following a report of sexual misconduct, Lake Erie College may provide interim measures, such as changes to academic, living, transportation or working circumstances. Interim measures might include, but not limited to: informing the reporting party(ies) of how to request changes to the above circumstances, providing awareness of financial aid services on leave of absences and loan repayment, or establishing a non-contact restriction between the reporting and responding parties. These are meant as examples and may not be applicable to every case of a sexual misconduct complaint. Interim measures may or may not remain in effect after the resolution of a complaint.

Resolution Process

When a sexual misconduct report is made, the Title IX Coordinator or other appropriate administrator will determine the most prudent means of resolution. Prior to the formal investigation of a complaint, a review by the Title IX Coordinator and/or other appropriate administrators (i.e. V.P. Student Affairs, Director of Student Life, Director of Security, Director of Human Resources etc.) will take place promptly to determine:

- If the potential health and safety of members of the College community exists which warrants immediate Institutional action (i.e. campus warnings, notification of law enforcement, restrictions of contact with persons or campus property, etc.)
- If the report, as presented, would constitute a violation of College Policy
- The desire of the reporting party for the College to fully investigate (when no ongoing threat is perceived to exist)
- Any extenuating circumstances affecting the responding party which could impact an investigation
- The most prudent means of resolution (i.e. student conduct hearing, administrative review, application of interim measures, etc.) will be identified
- When it is determined that the claims in an allegation rise to the level of potential policy violation(s) and evidence (including the accounts of reporting party and witnesses) is available, an investigation, administrative review or Student Conduct hearing will occur.
- When an administrative review or a Student Conduct hearing is used, rationale will be articulated to all involved parties.

- If the respondent is a student, the matter will be referred to the Director of Student Life/or designee who will coordinate response.
- Reports against or involving employees will be coordinated by the Director of Human Resources or Title IX Coordinator.
- Lake Erie College does not process allegations of sexual misconduct through mediation.
- All forms of resolution will use a standard of preponderance (more likely than not) to determine whether or not policy has indeed been violated. All forms of resolution will be conducted and any sanctions will be imposed by properly trained individuals without any demonstrable conflict of interest or bias against parties involved.
- During any formal investigation or Conduct proceeding, both the reporting and responding party will have equal opportunities to have others present, including an advisor of their choice (said persons may not represent the party or actively participate in proceeding).
- Throughout any proceedings, both the reporting and responding party shall receive timely notice of meetings at which one or the other or both may be present and shall receive equal access to information that will be used in informal and formal meetings and hearings.
- Redacted copies of statements and reports will be available for review by reporting and responding parties
- Notice will be given to all parties when information is given to the Student Conduct Panel
- After any formal proceeding concludes, the reporting and responding parties shall receive written (may be electronic) notification of the proceeding's results ("Notice of Outcome") and any available appeals process. At the discretion of the Title IX Coordinator, notification may be presented at separate, in person meetings with the complainant and respondent scheduled as closely together as possible.

CONDUCT 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 conduct 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 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 Student Life

Receives all Incident Reports involving students and will adjudicate Level 1, 2 and 3 policy violations for all students. The Director of Student 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.

Vice President for 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.*

Conduct 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

A Judicial Board is formed when a student is accused of a level 3 offense or if the Director of Student Life or designee deems that a Judicial Board is necessary. A Judicial Board will be formed as the discretion of the Student Life Office based upon the accusations toward a member of the student body.

Board Membership

One student (when applicable), one faculty member and/or one staff member or a combination of faculty and staff; one member will be designated as the secretary who will record the hearing and the decision. Hearings may be visually and audio recorded. The chair will act as the non-voting Chair of the Judicial Board.

- 1) The Director of Student Life/ or designee 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 communication (may be electronic) 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, accused student and witnesses will receive an introduction where they will be refreshed on the Judicial Board process and sign the *Honesty Statement*.
- 4) All students involved reserve the right to meet with the Judicial Board. Meetings may take place individually or in a group.
- 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) Board members ask the student involved questions.
- 8) The accused student answers questions and makes a closing statement, then leaves the room.
- 9) 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).
- 10) The Board renders a written decision to the Director of Student Life/ or designee. The decision must contain rationale.
- 11) The Director of Student Life/ or designee follows-up with a formal sanction letter within two business days.
- 12) 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 10 business days 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.

The Judicial Board process can be revised and amended if a student is accusing a fellow student of a violation of the Code of Conduct. At that point both the accuser and the accused will have the opportunity to speak with the Judicial Board to provide statements. Witnesses will also be called, when applicable.

A student may appeal a judicial sanction or judicial board decision based on if new information is founded or if information was not originally presented during the judicial hearing. The written appeal can be directed to the Vice President for Student Affairs within 10 business days of the original decision; or if new information regarding the case has been presented the student has 10 business days to bring that information to the Vice President for Student

Affairs. The Vice President for Student Affairs may assemble a judicial committee to review the appeal and the original case and make a determination.

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 Student Life/ or designee. 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 Student Life/ or designee. 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 Vice President for Student Affairs 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 - 1st 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 - 2nd offense
- 3) Possession or personal use of a large amount of marijuana - 1st offense
- 4) Intent/attempt to sell marijuana.

- 5) Possession, personal use or sale of any illegal drugs other than marijuana.
 - 6) Major vandalism - 2nd 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 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.

Minimum Sanctions

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* may be used as a minimum sanction for any of these violations if deemed necessary by the President of the College or his designee. For more information about an individual offense, please review the "Prohibitive Behavior" section.

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 designee 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 senior hearing officer) to the appropriate Vice President and the President of the College.

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.

DINING SERVICES

Dining Services offer four meal plan options to keep costs at a minimum. Residential students are required to select one of the four meal plans, Block Plan (170 meals per semester), Block Plan (225 meals per semester), 14 meals or 19 meals per week. Meal plan changes will be done only within the first two weeks of each semester by the Director of Student Life or designee.

Commuting students are invited and encouraged to participate in one of the four meal plan options. Commuter students also have a fifth option: Commuter Plan (25 meals per semester, \$150 Storm Dollars). Commuter meal plans can be purchased through the Cashier's Office.

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. Each meal plan comes with *Storm Dollars*. 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.

Dining Services enforces a strict "No Card, No Food" policy, in which students must have their ID card in order to enter the dining hall. If a student does not have their ID card, they will be sent to go get it. For students who wish to do so, are welcome to pay for guests by using their *Storm Dollars*. No meal plan swipes will be accepted for guests in the dining hall. However, the student who is scanning others in must be present at the time of the scan with their ID card in order to verify.

If you are not able to stay and eat in the dining hall, you may request a take-out box from Metz.

All students and guest are expected to behave in a respectful manner while inside the dining hall, including towards all Metz employees, members of the Lake Erie College community, and other visitors. Be sure to push in your chairs, dispose of any trash and used dishes in the proper areas. Failure to behave in an acceptable manner may result in removal from the dining hall and/or referral to the Student Conduct Process.

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 a wired Ethernet port as well as wireless access. Residences off of the main campus (Sessions and Founders) are exclusively wireless. Printers are available in all labs: black and white prints are .03 per page, and color is .30 per page. The first 250 print jobs are without charge (if B/W) and an additional 250 print jobs will be distributed each semester. In order to increase the amount of pages available, the students are able to log into a web form where they can issue payments via PayPal or credit/debit card. Students may also add additional pages at the Cashiers

office. To report a technology problem, please 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 by the Lake Erie College IT department, may result in account lockout or a loss of computer and Network privileges.

Computer System Use Policy

When you are granted access to a shared computer or Network system you 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, but not limited to:

1. Use of another person’s User ID/email credentials.
2. Allow another person to access your account or share your password.
3. Attempt to circumvent or subvert system or network security measures.
4. Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses.
5. 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, move or modify computer equipment or degrade system performance.
6. Attempt to gain unauthorized access to local or remote computers.
7. Use College Computing resources for private profiting of any type.
8. Make illegal copies of copyrighted software, published materials or music, store such copies on College systems, or transmit them over college networks.
9. Intentionally impede the legitimate use of computing facilities by other people.
10. Use Email to harass, intimidate, or otherwise annoy another person.
11. Use facilities, including printers, for junk mail or mass mailings.
12. Waste computing resources, including printing excessive amounts of paper.

In Addition:

1. Email should be read, responded to and deleted in a timely manner.
2. Users who will 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.
3. 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.

Computer programs, executable files, audio/video files and large graphic files may not be stored on a computer hard 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.

Lake Erie College uses Google Apps for Education as its host for email communication. Every student is given a lec.edu email address and inbox that is hosted by Google. In addition, the Google drive feature provides personal cloud storage for each user, this is the recommended place for users to store documents and files. There are currently no limitations on personal inbox size or drive size, however, these policies are determined by Google and

not Lake Erie College. The limitation on file attachments is currently 25MB. As a Google Apps user, Google Apps policies are applicable to users in addition to LEC's system use policy. Google Apps Program Policies can be found at:

https://www.gmail.com/intl/en/mail/help/program_policies.html

Their Privacy Policy can be found at: <https://www.google.com/intl/en/policies/privacy/>

LIBRARY

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:

- **StormSEARCH** lets you search the library's research databases plus the combined collections of our library and the other OhioLINK libraries (over 50 million items!) all at once, and uses Google-like algorithms to show the most promising results first
- The **Research Guides** on this site show you how to access specialized resources for your research
- Choose the **About the Library** link for information about our reference and interlibrary loan services, library hours, loaning policies, special collections, and facilities

The James F. Lincoln Library

This building has recently been renovated to serve as our campus center for doing intellectual work, and provides:

- Spaces for individual and group study/socializing
- Distance Learning Classroom/PC lab
- Digital Media Lab
- Food & drink vending machines

For more information please consult the Library website: www.lec.edu/library

STUDENT VEHICLES AND 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 of the current school calendar year. A permit decal, for current academic calendar year, 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 or replacement permit. Your personal information, vehicle year, make, model, color and the license plate number of the vehicle are needed to register a vehicle.

The College is not responsible for lost or stolen items or damage to vehicles parked on campus. Vehicle owners are required to have adequate insurance as required by State Law. Campus Security recommends every student have an extra set of keys available in case 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 should refer to the Security tab of the Lake Erie College web page (www.lec.edu), or the bulletin board located outside of the Security Office for information concerning Rules and Regulations for parking on campus.

Citations and Towing

Parking on the grass, in a fire lane, on the sidewalk, blocking a dumpster, parking in a reserved space or with unpaid parking tickets may result in a vehicle being towed from campus at the owner's expense or having a boot applied making it impossible to operate the vehicle until the violation is addressed with Security and a boot fee is paid. This

also includes the gravel or grass areas located along the residential drives. Lake Erie College parking rules also apply to College-leased apartment areas; Session Hall and Founder's Court. Driveways in front of the residence halls are fire lanes and should not be treated as parking areas. "No Parking Fire Lane" signs have been posted at Founder's Court. Painesville Police and Fire are issuing \$50.00 tickets for the violation. These tickets are not issued by Lake Erie College and the college does not control fines and cost for the violations. Vehicles left in campus parking lots and College-leased apartment areas that are considered abandoned will be towed at the owner's expense. Fines for City issued parking tickets must be paid at the Painesville Police Department or Painesville Municipal Court. Fines apply to Security issued parking tickets. Repeat violations, during the current academic calendar year, will result in an increased fine. Parking fines are \$10.00 for the first violation, \$25.00 for the second violation and \$50.00 for the third and each subsequent parking violation. Fines are automatically billed to the student's account and can be paid at the Accounting window in College Hall.

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 or Security. 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.

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.

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 to 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 your account or share your 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 propagating 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 on 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 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 violators.

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 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 Vice President for Student Affairs or the Title IX Officer briefly in writing of the problem within ten (10) working days of the incident. A response will be provided, in writing to the complaint. If the grievance is directed to the Vice President for Student Affairs, the student will advise the Title IX Officer 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 Vice President for Student Affairs 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 Vice President for action, which may include a Review Panel (LEC faculty, staff and students). All relevant information will be submitted to the appropriate Vice President 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.

Amnesty Policy

Lake Erie College views student safety as paramount. In incidents of crisis or medical emergency, Lake Erie students are expected to care for themselves and for others in the College community by getting help from appropriate officials even when violations of the Code of Conduct have occurred. Because the College understands that fear of disciplinary actions may deter requests for emergency assistance, the Amnesty Policy was created to alleviate such concerns and reduce hesitation by Lake Erie students to seek help.

In crisis situations involving alcohol, drugs, and/or sexual misconduct, the College strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. **This means that no formal College disciplinary actions or sanctions will be assigned to the reporting student(s).** The incident will still be documented, and educational and/or health interventions may be required as a condition of deferring disciplinary sanctions.

This policy does not protect repeated, flagrant, or serious violations of the Code of Conduct (e.g. abusive conduct, sexual misconduct, distribution of alcohol or drugs, hazing, theft, property damage, etc.) or violations that caused harm to another person requiring emergency response, nor does the policy preclude or prevent action by police or legal authorities.

Failure of students to take responsible action under this policy where action is clearly warranted and harm results may, in egregious circumstances, constitute a violation of the College's "Civility Statement" and will void all protections under this provision.

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 any way 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 Sheriff (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.

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. Please see service animal/emotional support animal policy for more information.

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 anything that is deemed offensive is prohibited.

Residency

All full-time students are required to live in campus housing during the academic year {on campus residence halls or residential apartments}. 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 and it is approved. *Housing and Food Accommodations Contracts* cannot be cancelled unless students meet the

residency requirements as listed or are no longer attending Lake Erie College. A cancellations fee of \$100 may apply.

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.

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. Failure to choose a meal plan will result in the default 19 meals per week.

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.

Residency Exemption

If a student wishes to commute, ALL the following requirements must be met:

- have more than 64 credit hours
- above the age of 22
- official residence is inside of a 25- mile radius of the college
- does not receive a Presidential Scholarship or Athletic Scholarship

Any student that meets one or more of the above requirements, and wishes to petition for an exemption must complete a *Residency Exemption Application*, available in the Student Life Office. The Residency Exemption Committee will meet five (5) times per year: August, November, January, April and June. The Residency Exemption Committee reserves the right to deny applications or request more information.

Students who have other reasons may apply for a residency exemption, reasons may include—participating in Study Abroad; graduating at the end of the current semester; lived in college housing four (4) consecutive semesters at a previous institution, married, dependent children.

Students should review any and all scholarship requirements prior to submitting an application.

Applications must be approved by the Residency Exemption Committee. Students will be billed for housing and meal plan accommodations accordingly if an application is denied.

Service & Emotional Support Animals

Lake Erie College has a “no pet” policy. Service animals and emotional support animals may be a reasonable accommodation to No Pet Policies. In the residential setting an approved Emotional Support Animal is allowed, when under the control of its handler, in the handler’s room or common spaces within the residence. Emotional Support Animals approved for the residential setting are not permitted in other buildings. Both Service animals and Emotional Support animals must be approved by the Director of the Student Success Center and The Director of Student Life/ or designee. Residential students must sign a “pet agreement” for every academic year the student and/or animal will be in campus residency.

There are a variety of different types of ways an animal may be used by a student with a disability. In order to be considered for a service or emotional support animal, supporting documentation must be submitted including

documentation of a disability and the disability-related need for the animal. The information must answer the questions specific to the type of animal requested.

All animals are the responsibility of their handlers and should be under their control (in proximity to the handler and responsive to commands, in harness, leashed or in a carrier). An animal's behavior is considered the handler's behavior; the animal will be held to the same basic standard of conduct as their handlers. If they are disruptive to university business or community behavioral expectations for educational, medical and residential environments handlers may be asked to correct the animal's behavior or remove it from the environment.

Service animals which are permitted under the ADA (Americans with Disabilities Act) are broadly defined to include "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." 28 CFR 36.104

Lake Erie College fits within the definition of a public place of accommodation as defined by 28 CFR 36.104, therefore it follows all rules and regulations associated with Service Animals as defined by the ADA.

When it is not obvious what service an animal provides, only limited inquiries are allowed, which include:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

Staff and faculty cannot ask about the person's disability, require medical documentation, require a special identification card or training document for the dog, or ask that the dog perform a task.

Allergies and fear of dogs are not valid reasons for denying access or refusing service. When a person who is allergic and a person who uses a service dog must spend time in the same room or facility, they both should be accommodated by assigning them, if possible, to different locations. Students should work directly with the Student Success Center regarding this and any other accommodation need.

Service animals must be harnessed, leashed or tethered, unless these devices interfere with the animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through another effective control method.

Owners and/or users must abide by current city ordinances/laws pertaining to licensing and vaccination requirement for the service animal. It is the responsibility of the owner and/or user of the animal to know about these ordinances and/or laws. All owners and or users of the service animals are responsible to clean up after and properly dispose of waste.

Emotional Support animals are not considered service animals by the ADA Regulations published by the United States Department of Justice, Civil Rights Division. Emotional Support animals have additional restrictions regarding where they can be utilized. Emotional Support animals provide people with therapeutic contact to improve physical, social, emotional, and/or cognitive functioning. In the residential setting an approved Emotional Support Animal is allowed, when under the control of its handler, in the handler's room or common spaces within the residence. Emotional Support Animals approved for the residential setting are not permitted in other buildings.

A student who is requesting an emotional support animal should submit information (from an appropriate provider with whom they have established a therapeutic relationship) to the Student Success Center that will answer the following:

- Is this emotional support animal required because of a disability?
- What assistance (related to the disability) does the animal provide?

If you are seeking approval for a service animal or emotional support-animal, you need to contact the Student Success Center. As part of this process you will need to meet with Director of the Student Success Center and/or designee to complete the accommodation request form. This form can only be completed one time per academic year. Information must be updated yearly, and a new accommodation request form must be generated each subsequent year. If you have completed this form for other accommodations, the information will be reviewed during the meeting with Director of the Student Success Center and/or designee.

Once a determination has been made, you will be notified in writing. If you live in campus housing, the Student Life Office will also communicate with you regarding the "Guidelines and Check List for Maintaining an Approved Animal" which must be completed by you and/or your roommates before the animal can be brought on campus. The Student Success Center also requests you to send the following: your name, student id, animal name and a picture of the animal.

Guidelines for emotional support animals

- The animal should meet the licensing requirements of Ohio. (Copy required.)
- Students will provide vaccinations records. (Copy required.)
- The student must immediately clean up after the animal.
- Students need to maintain the hygiene of the animal. Preventative measures should be taken for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene of assistance animals.
- It is recommended that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing disability.
- Emotional Support Animals are permitted in the student's residence to whom the accommodation is granted only, and not in classrooms, or other campus facilities.

Control Requirements

- While in public, the animal should be on a leash when not providing a needed service to student.
- The animal should respond to commands at all times, and be in full control of the student. To the extent possible, the animal should be as unobtrusive to other students and the learning environment as possible.
- A service/emotional support animal may be excluded from the campus when that animal's behavior poses a direct threat to the health and safety of others. Although the campus may exclude any service animal that is out of control, it will not exclude the individual with a disability. A corrective action plan may be developed to allow the animal to return to campus e.g. muzzling a barking animal, refresher training for the animal and the student, etc.
- Emotional support animals are not permitted in College Buildings or general public areas other than personal residence.

Public Etiquette

The animal should not:

- Sniff people, restaurant tables or the personal belongings of others.
- Display any behaviors or noises that are disruptive to others unless part of the service being provided the student.
- Engage in personal grooming in public settings.
- Block an aisle or passageway for fire egress.

The general public should avoid:

- Petting a service animal as it may distract them from the task at hand.
- Feeding the service animal.
- Deliberately startling a service animal.

- Separating or attempting to separate a student from his/her service animal.
- Hesitating to ask a student if she/he would like assistance if there seems to be confusion.

Areas of Safety Concern

As cited above, there are certain instances when it may be considered unsafe for service animals in such places as laboratories, mechanical rooms or any other place where the safety of the animal or student may be threatened. When it is determined unsafe for the student and service animal to be in one of these areas, reasonable accommodations will be provided to assure the student equal access to the activity. The decision regarding safety of the service animal and student will be determined through consultation with the student, Director of the Student Success Center and/or designee and may include faculty from the designated program.

Emergency Situations

Any emergency response efforts should make every effort to keep the service animal and its student together; however, the first effort should be toward the student; this may necessitate leaving the animal behind in certain emergency evacuation situations.

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.

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.

RESIDENCE LIFE

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 "Resident Assistant (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 (RD) 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 (Founders Court 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 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 Student Life / or designee. Maintenance requests should be submitted: 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 an 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) 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 Student Life/ or designee 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 guest's 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 is 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. Bicycles are allowed to be kept in the buildings in the following areas only: On Campus-in the lobby of the respective hall, Apartments-lower level hallway of each building, underneath the stairs.

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 Student Life/ or designee 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. Residents can also fill out the form located on the website:

<https://www.lec.edu/housingmaintenance>

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 Plant 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. (*Andrens/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 Student Life/or designee to the resident 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.

Mail

When first enrolled, residential students will be assigned a mail box by the College mailroom. Combination to access the mailbox will be given at the time of move-in. The mailbox will remain the same from year to year providing the student remains in campus housing. All residential student mail is accepted in the mailroom, located on the bottom floor of College Hall, and sorted by the mailroom staff. Smaller items will be placed in student mailbox; packages will be held in the mailroom and the student will be emailed as a notification for pick up. Students are required to sign out the package in the mailroom.

Mail to residential students should be addressed as follows:

Name of Student
Box #
391 West Washington Street
Painesville, OH 44077

This includes all students residing in Lydia Sessions Hall and Founders Court.

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 Student 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 and emotional support 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. Students who do not adhere to the pet policy are also liable for room damages and excessive cleaning charges where applicable, including but not limited to, apartment carpet replacement.

All service and emotional support animals must be approved by the Director of Student Life/ or designee.

Painting

Painting of ANY area in the residence hall or apartment building, 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 monthly.

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 Student Life/ or designee.

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. Residents can also fill out the form online:

<https://www.lec.edu/housingmaintenance>

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 Plant directly.

Room Selection

The Director of Student 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 Student 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 Student Life/ or designee.

Requests for room changes or roommate are made to the Director of Student Life/or designee and may not occur until after the 2nd 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.

Safety and 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 an 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.

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 – Jay Dodd Pavilion and Rock area centrally located between Residence Halls
- 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.
- Hoverboards are not to be used in residential buildings
- Unauthorized use of drones is not permitted on College property, due to Federal Aviation Association (FAA) guidelines and in an effort to reduce risks to safety, security and privacy.

Telephones

Due to students having their personal cell phones, phone lines are not provided in individual residence hall rooms. There is one phone line in each entrance of Andrews, Dickinson, Ritter and Fowler Hall that can be used to dial on campus calls. Founders Court and Lydia Sessions Hall residents can have a landline installed in their apartment at the expense of the resident, not at the College’s expense.

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.
- Overnight guests cannot stay more than three consecutive nights in a student room. Exceptions can be made if roommates are agreeable

STUDENT EMPLOYMENT

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.

The student employment process is coordinated through the Career Services and Internships Office. Campus job descriptions and details of the student employment process are outlined in the *Student Employment Handbook* that is available on the website.

STUDENT LIFE

studentlife@lec.edu

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. Campus Activities Board (CAB) is a student run organization that plans activities on and off campus. CAB 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. CAB 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, academic and adjustment counseling and behavioral Interventions
- Collaboration with and referral to community agencies including alcohol/drug, mental health, and rehabilitation services

- Stress management and suicide awareness
- Referrals to medical and family planning clinics
- Critical incident response

[There is no medical provider on campus. There is a list of nearby medical providers on the Lake Erie College website, <https://www.lec.edu/studentsuccesscenter/health>]

Services available to students with *documented* disability issues:

- Development, implementation and monitoring of accommodation plans
- Extended time for examinations
- Examinations administered in a distraction reduced setting

NOTE: An appointment must be made to take an examination.

- Readers for examinations as needed
- Personal, academic and social coaching