Mission Statement

Kutztown University’s mission is to provide a high quality education at the undergraduate and graduate levels in order to prepare students to meet lifelong intellectual, ethical, social, and career challenges.

Vision Statement

Kutztown University aspires to be a regional center of excellence providing opportunities for advanced academic, cultural, and public service experiences, within a caring community, designed to promote success in a global society.

Non-Discrimination Statement

Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. To discuss a complaint of discrimination, please contact the University’s Title IX Coordinator located in the Office of Social Equity, Old Main A-Wing, Room 02, by phone at 610-683-4700 or by e-mail at pena@kutztown.edu or the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100, by phone at 800-421-3481 (TDD: 800-877-8339), by fax at 202-453-6012, or by e-mail at OCR@ed.gov.

Student Handbook Notice

This official publication of Kutztown University of Pennsylvania is published in accordance with the PA State System of Higher Education Board of Governors Policy 1984-00-A. The regulations, provisions, and policies set forth in this handbook are not intended to create any substantive rights beyond those created by the laws and constitutions of the United States and the Commonwealth of Pennsylvania, and are not intended, in and of themselves to create any cause of action against the State System of Higher Education, the Board of Governors, the Chancellor, an individual president or university, including Kutztown University, or any other officer, agency, agent, or employer of the State System of Higher Education.

This document is found online at http://www.kutztown.edu/thekey. Anyone needing this document in alternative medium should contact the Dean of Students at 610-683-1396. Published by the Division of Enrollment Management & Student Affairs.

Published by the Division of Enrollment Management & Student Affairs
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Welcome

Kenneth S. Hawkinson, Ph.D.
University President

Welcome to Kutztown University. You have just begun an experience that will change your life and that of those around you. By choosing to pursue a college education you have joined a community of scholars that offers many opportunities and responsibilities. Kutztown University offers strong academic programs supported by an excellent faculty, staff and administration. In addition, there are numerous activities and services designed to support and guide you along the way and to help you make responsible and productive decisions. Between the covers of this handbook, you will find the rules and regulations that govern university life. These are established as a clear road map of policies and procedures, which serve to maintain the integrity and quality of a Kutztown University education and campus life. My best wishes to you as you embark on this important and exciting journey.

Warren Hilton, Ed.D.
Vice President for Enrollment Management & Student Affairs

Welcome to KU! I am confident that your experience at Kutztown University will be great. I encourage you to take advantage of all that KU has to offer including high quality academic programs, student organizations/clubs, and recreational activities. We know the programs and services at KU will assist you in reaching your academic, leadership, wellness, and career goals. The experiences you have at KU will be learning moments that you can draw on for the rest of life. I hope you will become and involved and civically engaged member both on-campus and off-campus. The Enrollment Management & Student Affairs Division is here to help you during your time at KU. Please feel free to talk with us about your successes, challenges, needs, and goals. I wish you a very successful and productive academic year!

Braden Hudak
Student Government Board, President

Congratulations on joining Kutztown University and welcome to the KU family. As an incoming first year student, you are about to embark on one of life’s greatest and most fulfilling journeys, a college education. This is an exciting time, but it can also be stressful and overwhelming, as you will be presented with new people and new situations. Getting involved with the University is a great way to meet new people, adapt to your new surroundings, and acquire and expand skills. With more than 180 student organizations, KU serves a wide range of student interests and offers many opportunities for involvement. Students agree that getting involved has been the highlight of their KU experience and a great way to supplement their education, as you will learn skills and gain experience that cannot be taught in the classroom. As an actively engaged member of the campus community, you will affect change in the University, thus benefitting not only yourself, but also a great institution. The Student Government Board welcomes inquiries and is always here to represent you.
General Information

Student Consumer Information
Accessing important Kutztown University student consumer related information is provided through this web portal. This information is provided in accordance with the *Higher Education Act of 1965* as amended by the *Higher Education Opportunity Act of 2008*.

Students will find information on:

1. General University information related to matriculation, student records, facilities, services, and activities
2. Student Financial Assistance Health and Safety
3. Student Outcomes
4. Voter Registration

Kutztown University will also disseminate information, as appropriate and in accordance with applicable federal and state statutes. The distribution methods will consist of direct mail, bulk mail, hand distribution, public posting, insertion into already existing materials, or electronically. [https://www.kutztown.edu/student-consumer-information.htm](https://www.kutztown.edu/student-consumer-information.htm)

Non-Discrimination Statement
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Policy Register
The KU Policy Register is a compilation of the official University, administrative, and operational policies and procedures of Kutztown University of Pennsylvania. The purpose of this on-line record is to serve the KU community as a source of reliable information and as a foundation on which decisions can be made. [https://www.kutztown.edu/about-ku/administration/governance/policy-register.html](https://www.kutztown.edu/about-ku/administration/governance/policy-register.html).

Regulations Subject to Change
The educational process necessitates change and, therefore, this document must be considered as information representing policy at the time of publication. Each step in the educational process, from admission through commencement, requires continuing review and appropriate approval by University officials. **The University, therefore, reserves the right to change the policies and regulations contained in this document.**
General Information

Partisan Political Activity
Consistent with PASSHE Board of Governors Policy (1984-09-A), student activity fee monies shall not be used for any type of partisan political endorsement or for contributions to the campaign fund of any candidate for elective office. Nothing in this document shall prohibit the payment of speakers’ fees to political figures.

Accreditation
Kutztown University has both institutional and specialized accreditation. Kutztown University is accredited by the Middle States Commission on Higher Education (MSCHE). The University is also accredited by the:

- Accreditation Association for Ambulatory Health Care (AAAHC)
- American Chemical Society (ACS) (approval)
- Association to Advance Collegiate Schools of Business (AACSB)
- Commission on Sport Management Accreditation (COSMA)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Council for the Accreditation of Educator Preparation (CAEP)/National Council for the Accreditation of Teacher Education (NCATE)
- Council on Social Work Education (CSWE)
- International Association of Counseling Services, Inc. (IACS)
- National Association of Schools of Art and Design (NASAD)
- National Association of Schools of Music (NASM)
- National Council for Accreditation of Coaching Education (NCACE)
Chapter 1

Document on Student Rights & Welfare
Chapter 1: Document on Student Rights & Welfare

Introduction
The academic community at Kutztown University of Pennsylvania, its faculty, students, and administration, must commonly work to secure that environment in which the acquisition of knowledge and wisdom is best fostered within the context of the University's unique objectives and programs. The University should attempt to provide each student with maximum freedom for self-development. Similarly, each student is obligated to conduct his/her affairs in a responsible manner without infringement upon the rights of other members of the University community.

Channels for constructive recommendations by students regarding academic instruction, course offerings, student-administration relations, co-curricular activities, and other matters will be established and maintained. Students will also be expected to participate, according to rules set forth in this Document, in the guidance and disciplining of their constituency.

The University as a community will strive to follow the spirit of statutory and judicial changes that affect student rights. It will also, through the Commonwealth of Pennsylvania, provide for the student body those privileges, opportunities, and protections, which enhance learning processes. Students here, as elsewhere, have the right to learn and the responsibility to respect the rights of others.

To facilitate the development of high standards of mutual respect, integrity, and optimal conditions of student development, reasonable guidelines are essential. They are set forth in this Document. These guidelines are established with the understanding that the Commonwealth of Pennsylvania, the Council of Trustees, and the President of the University have the responsibility for the organization and conduct of all the activities of the institution.

Article 1: Freedom of Association, Expression, and Inquiry

A. Students should be free to organize and join associations to promote their common interest. Affiliation of a University group with an organization outside the campus does not of itself disqualify a student organization from institutional recognition. In order for a student organization to be recognized and approved it must meet criteria that are established by the Student Government Board and the University. Each approved student organization shall be free to choose its own faculty or staff advisor. Institutional recognition should not be withdrawn during the time the student organization is seeking an advisor. The time allotted for this should not exceed one academic semester. All student organizations should be open to all students.

B. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should be free to support causes in an orderly manner that does not disrupt the operations of the University or violate the rights of others. An opinion of a student or student organization is not necessarily that of the University. The University encourages the airing of all facets of issues and topics.
Chapter 1: Document on Student Rights & Welfare

C. Student organizations should be allowed to invite and to hear any person of their choosing providing the program is in accordance with State and Federal Law. The standard procedure for guest speakers as prescribed by the Kutztown University Activities Board (KUAB) and all other relevant University policies must be followed. The University shall not use its control over facilities as a device of censorship.

D. Students shall have an opportunity to participate in the formulation and application of University policy through the Student Government Association. The authority for the establishing of University policy and for the governance of the University is the responsibility of the President and the Council of Trustees.

Article 2: The Academic Rights & Responsibilities of Students

The relationship between Kutztown University students and their instructors should be established on mutual respect and understanding. Both the student and instructor should attempt to resolve differences in informal and direct discussion.

A. The student shall have the right to orderly expression in the classroom without penalty.

B. The student has a right to a course grade based on the instructor’s judgment of demonstrated performance in the course. A student’s appeal may be based on the belief that the grade was not fairly determined.

C. Students have a right to protection against unprofessional disclosure by an instructor concerning their grades, beliefs, political association, health, or character.

D. Course and program selection is the responsibility of the student. He or she has a right to accurate and clearly stated information:
   1. On calendar dates for achieving specific academic standing;
   2. On his/her own academic standing in the University; and
   3. On graduation requirements for his/her particular curriculum and major.

E. Any student who wishes to report a concern, grievance, or complaint regarding an academic or non-academic concern should consult the following website for guidance: https://www.kutztown.edu/contact/student-complaint-procedures.html

F. The faculty shall have final authority and responsibility for course content, classroom procedure and grade determination. No power to change any grade given to a student is vested in any student conduct authority established under this document.

Article 3: Student Records

Kutztown University collects and retains information about students for designated periods of time in order to facilitate the students’ educational development. The University, recognizing each student’s interest in exercising
control over disclosure of such information, must at the same time balance that interest against the institution’s
own need for information relevant to the fulfillment of its educational mission. Accordingly, the Kutztown
University policy on *The Confidentiality of Student Records* (STU-033) outlines all procedures that apply to the
collection, maintenance, and release of student records. Copies of the policy are on file and may be obtained
through the online Policy Register [http://www.kutztown.edu/about-ku/administration/governance/policy-
register.html](http://www.kutztown.edu/about-ku/administration/governance/policy-register.html).

In the interest of protecting students from the unauthorized use of records and examination of them, the following
stipulations are made:

**A.** Permanent academic records shall be kept in the Registrar’s Office where they shall be made available only
upon the request to the proper officer by:

1. A federal, state, or local officer who presents a subpoena,
2. Any other person with written permission from the student,
3. Any parent or guardian if their most recent Federal Tax return lists the student as a dependent, and if the
tax return is on file in the Financial Aid Office.

**B.** No record shall be kept of a student’s religious or political affiliations except as required by the Pennsylvania

**C.** No photograph of a student may be used by the University in determining admission, assigning housing, or in
placement negotiations unless requested by the student.

**D.** No disciplinary action, membership in organizations, or health record shall appear on a student’s permanent
academic record.

**E.** Student Teaching Records. Student teaching evaluations and related student files are maintained by the
appropriate academic department within the College of Education. A student may inspect or receive a copy of the
record by contacting the Department Chairperson.

**F.** Student Conduct Records. Student Conduct records are maintained by the Dean of Students’ Office; these
records may include indications of disciplinary actions. Consistent with Kutztown University policy on *The
Confidentiality of Student Records* (STU-033), student conduct records:

1. Are held confidential.
2. Are available for examination by the student upon request.
3. Will be maintained as follows:
   1) Student conduct records will be maintained for seven (7) years; records may be maintained for a
      longer period if the record holder is a currently enrolled student.
2) Student conduct records for dismissed students will be maintained permanently.

3) When necessitated by extenuating circumstances (such as pending legal issues) the university reserves the right to keep student conduct records for longer periods as deemed necessary.

4) For the purpose of determining when a record will be expunged, the last day of the last semester of the student’s attendance at Kutztown University will be the first day of the time period.

4. Are not to be used in an academic transcript or in placement records,

5. Are not to be disclosed to outside parties except as permitted or required by law, valid subpoena or permission of the student, unless provided for elsewhere in this document or University policy.

Article 4: Due Process

A. Introduction

Educational institutions through the regulation of the use of their facilities and the setting of standards of conduct and scholarship of students have an inherent responsibility in carrying out the educational purposes of their charter. The principles of civility, example, and due process will be followed. Proper safeguards will be provided to protect individual or group rights of students from the imposition of unjust penalties.

Any student or student group charged with violating a University regulation shall have the right to be heard by the appropriate hearing authority. All such bodies shall follow the basic procedures of due process indicated in this document.

Cases falling under the Sexual/Gender Based Offenses Policy including incidents of nonconsensual sexual intercourse, nonconsensual sexual assault, sexual exploitation, dating violence, domestic violence and stalking, must consider the complainant rights specified in that particular policy and by federal law. The student conduct process in such cases will be consistent with procedural due process defined in this Document while ensuring the complaint procedure is fair and equitable to both parties.

B. Rights

1. University students have the same constitutional freedom of speech, peaceful assembly, and right of petition as other citizens enjoy and are subject to the same civil laws and due process as other citizens.

2. Illegal activity by students, whether on or off-campus, subjects the individual to prosecution by civil authorities. The principle of Dual Jurisdiction may apply in some disciplinary matters where a student is charged (1) by law enforcement agencies of violating a civil or criminal law, and (2) by University officials for violation of a University regulation on-campus or off-campus when behavior represents a substantial university interest and/or poses a threat to the health, safety, or well-being of the university or its members.

3. Any student summoned or subpoenaed to any civil or criminal proceeding which requires his/her presence off-campus will have the right to make up his/her work if it can be done within the normal time period for resolving incomplete grades.
C. Ethical Standards of Hearing Authorities

As a part of the larger community, Kutztown University acknowledges the laws of the land and expects its members to adhere to them. While affording aid to its members in difficulties with the law, the University provides no immunity from the consequences of illegal acts. As an academic community the University has a special interest in the prevention of certain conducts, which are detrimental to its efforts to facilitate responsible inquiry and educational growth. Conduct regulations are listed in the student handbook, The Key.

Hearing authorities, conduct boards, appeal boards and their members exist to serve the university community. To function effectively they are responsible for adhering to certain standards.

1. All matters coming before an appropriate hearing authority are to be treated in a confidential manner. It is the right of every student to have information concerning student conduct matters confined to those directly involved. Members of the various boards or hearing authorities are obliged to refrain from discussing cases with anyone other than fellow members. The confidential nature of hearings pertains not only to the testimony presented but also to internal discussions held and decisions rendered. Under no circumstances, is it acceptable to divulge information obtained in a hearing; breaches of confidentiality are strictly prohibited.

2. The members of the various boards are appointed to ensure that the welfare of the students and the academic community are preserved. The members of boards are charged, specifically, with determining if violations of college regulations have occurred through examination of presented evidence. Implicit in this charge is an acceptance of existing rules, which are established to protect the total community.

3. At no time should a board member be involved in the decision-making process when he/she has a vested interest in the outcome of the case. Any prior knowledge about the case or personal involvement with the complainant, witnesses, or respondent that would give cause for the board member to be biased or prejudiced in the decision-making process is sufficient justification for removing oneself from the deliberations.

4. It is the responsibility of the hearing authority and every board member to possess as many relevant facts as possible to reach a fair and just decision.

5. Hearing authorities and board members should never make accusations or statements regarding their personal beliefs, positions or opinions during the hearing process. Questioning should be conducted to produce information and should not be undertaken to badger an individual. Questioning should take place without prying into personal matters that bear no relevance to the issues being adjudicated. Hearing participants must refrain from asking questions in a manner that is hostile.

6. An inherent part of the student conduct procedure is the effort to understand both the students and the situations in which they become involved. Every hearing should be executed in a proper environment and decorum.

7. Decisions are made by the board as a whole. All decisions are reached by simple majority vote and must be upheld by all members of the board.
Chapter 1: Document on Student Rights & Welfare

D. Entry and Search of Residence Areas

1. Kutztown University respects the privacy of all students. Under certain circumstances, the University's obligation to maintain an appropriate educational environment would permit entry and at times search of residence hall areas.

2. The University reserves the right to routinely inspect University-owned housing for fire, health, and sanitation purposes. Such inspections will be carried out through the department of Housing and Dining Services and/or the department of Residence Life. Such inspections must be announced at least 24 hours in advance.

3. Immediate entry by University officials is permissible when violation of University regulations has been observed.

4. Entry by University officials using a Right of Entry Form, when there is reasonable cause to believe that violation of a University regulation exists, is permissible under the following procedures and guidelines:
   a. University officials are authorized to make visual observations only.
   b. Searches of rooms and portable personal effects shall be conducted only through application of a legal warrant as designated by the laws of the Commonwealth of Pennsylvania.
   c. In cases of emergency where there is danger of life and/or property immediate entry without a statement of entry is permissible and regarded as a legitimate admission.
   d. Evidence of a violation of a University regulation observed during a legitimate admission by University officials shall be admissible evidence in University student conduct proceedings.

E. Procedural Due Process

1. A University official may request that student conduct charges be filed against a student for a violation of a University conduct standard or regulation by submitting an incident report to the Dean of Students’ Office. In addition, members of the University community, including students, may file charges against a student when the individual filing the charges believes that he/she was a victim of the violation or that his/her rights were violated.

To file a report, go to:
https://www.kutztown.edu/studentconduct or,
https://cm.maxient.com/reportingform.php?KutztownUniv&layout_id=0

Such charges shall be filed in the Dean of Students Office and shall contain the following:

a. A clear reference to the specific University regulation which was allegedly violated,

b. A reasonably detailed description of precise acts or omissions, (dates, times, places, victims, and co-actors, if any, shall be specified); and
Chapter 1: Document on Student Rights & Welfare

c. Identification of the person or department bringing charges (aka complainant) and all witnesses who are expected to give testimony, the substance of that testimony, and a description of other types of evidence which may be used.

2. The student respondent will be sent a notice of charges from the Dean of Students’ Office that he/she is being charged with a violation of university regulations and that he/she is to make an appointment for a preliminary briefing with their assigned case officer within the time frame indicated in the notice of charges, typically two (2) to ten (10) business days from the date of notice.

3. A student may waive his/her right to participate in the student conduct process, including a hearing, through a written statement.

4. Failure to appear or schedule a preliminary briefing within the specified time-frame as informed in the notice of charges will result in the scheduling of an administrative review of the violation(s) by the assigned hearing authority. Respondents will be notified of the date and time of the administrative review and their attendance requested. If the respondent does not appear for this review after being provided notice, a decision of responsibility will be made at this meeting based on the presented evidence.

5. At the preliminary briefing the respondent:

   A. is informed of the charges against him/her.

   B. is advised of the witnesses who may be presented at a hearing.

   C. is advised of his/her right to an advocate consistent with Article 4.G.

   D. is presented with the range of possible sanctions which may be imposed.

   E. is advised of his/her right to appeal and informed of the procedure.

   F. upon being advised of the above, is asked to respond to the alleged violation by choosing one (1) of the following responses:

      1) Accept responsibility for the violation(s) and have the case officer or hearing authority determine sanction. The respondent will be notified of his/her sanction(s), in writing, within five (5) to ten (10) business days from the date of outcome, unless extenuating circumstances exist to warrant an extension, by the case officer or hearing authority.

      2) Deny responsibility for the violation(s) and request a formal hearing before the appropriate hearing authority.

      3) Waive their right to participate in the hearing process as defined in Article 4.E.3 and have their case decided informally.
6. Following the respondent's preliminary briefing, the complainant may also be contacted for a briefing regarding the incident status and pending hearing, if applicable.

7. In instances where violations are reported or take place over break periods or at the end of an academic period or where the coordination of a hearing board is not logistically feasible, students will then have a hearing with an assigned administrative hearing authority.

8. Notice of the time and place of the hearing before the appropriate hearing authority will be given to the respondent, complainant, and witnesses at least three (3) business days prior to the hearing.

9. In those cases where advocacy is provided by an attorney, the hearing will be scheduled no earlier than five (5) business days following the preliminary briefing unless an earlier date is requested by the respondent and approved by the Associate Dean of Students or his/her designee.

10. Unless an Interim Suspension is imposed a student shall continue matriculation until his/her case is heard through university procedure.

**F. Interim Suspension and Measures**

1. A *Decree of Interim Suspension* may be issued only when, in the judgment of the University President or his/her designee, a student's continuing presence on campus presents a clear and present danger to other persons and/or property. If a hearing is necessary, it shall commence within ten (10) business days of issuance unless extenuating circumstances exist to warrant an extension of the interim suspension. The student will have the right to complete any missed academic work if the decree is rescinded or the student is found not-responsible. A student respondent on interim suspension who appeals an adverse outcome shall remain on interim suspension until his/her appeal is fully heard.

2. A *Decree of Interim Suspension* from University Facilities may only be issued when, in the judgment of the University President or his/her designee, a student's continued presence in a specific campus facility or facilities presents a danger or harmful effects to other persons and/or property. If a hearing is necessary it shall commence within ten (10) business days of issuance unless extenuating circumstances exist to warrant an extension of the interim suspension. A student respondent on interim suspension who appeals an adverse outcome shall remain on interim suspension until his/her appeal is fully heard.

3. A *No Contact Directive* may be issued to a student in response to an adverse health and safety situation to help ensure a student does not contact a particular person(s). In most instances, no contact directives will be issued reciprocally when all parties concerned are students. A no contact directive will prohibit a student from directly contacting a specified person(s), by any means, including in-person, written, telephone, and/or electronic communication such as texting and use of social media. A temporary *Facility Restriction* may also be issued in addition to or separate from, a *No Contact Directive* that may prohibit or limit access to university facilities including but not limited to, academic buildings or university owned or operated residence halls. Students who fail to comply with the terms of their *No Contact Directive or Facility Restriction* are subject to disciplinary action.
Chapter 1: Document on Student Rights & Welfare

4. When the proximity or address of a student or students within an assigned residence hall, suite, or apartment may result in an adverse health and/or safety situation, the Dean of Students Office may request or recommend to the Residence Life office and/or Housing and Dining Services office, an Administrative Move of a student within the residence hall system.

G. Role of Advocates in the Student Conduct Process

1. A student bringing charges (complainant) or student charged (respondent) with violating University regulations has a right to an advocate by:

   a. A member of the University community who may be a student, staff member or faculty member.

   b. A private attorney whose expenses will be borne by the student.

If necessary, you may meet with your advocate of choice on campus. Should you need a meeting space, please call Conference and Event Services at 610-683-1359, to reserve your meeting space.

2. Any student who brings charges (complainant) or any student charged with a violation (respondent) under the Sexual/Gender Based Offenses Policy for sexual misconduct and/or gender-based offenses may have any advocate of choice to assist them throughout the student conduct process.

3. Any student having an advocate is required to notify the Dean of Students Office or their case officer with the name and contact information of their advocate.

4. All meeting/hearing dates and times as well as information, including the description of charges, names of witnesses, substance of testimony and other types of evidence, which may be used, will be supplied to the student throughout the student conduct process. Advocates will have access to this information through the student.

5. During the preliminary briefing or other student conduct meetings, excluding hearings, the advocate may interact with the case officer or designated university official during the meeting.

6. During formal hearings, neither party’s advocate will have a formal or interactive role with the hearing authority or witnesses. The student will be granted reasonable opportunities during the hearing to privately confer with his/her advocate.

7. If the advocate is not a student, the student will be considered as host while the advocate is on campus. Any disruptive or disorderly behavior on the part of the advocate may result in charges being filed against the student under the following conduct standards: Abuse of the Student Conduct Process and/or Responsibility for Actions of Guests.

8. The Dean of Students Office reserves the right to assign a university official to attend any student conduct hearing, proceeding or meeting for the purposes including but not limited to advising hearing boards or university officials on procedures and/or for the purposes of evaluation or assessment.
H. Formal Hearing Process

Any student accused of violating a University regulation shall have the right to due process and to have his/her case considered.

1. Quorum is required.

2. All hearings shall be conducted as closed proceedings to the general public and university community.

3. In the event that the respondent, without just cause or prior arrangement, does not attend the scheduled hearing or, if he/she withdraws from the university before the scheduled hearing, the case should, nevertheless, be heard.

4. The complainant’s case is presented first. The burden of proof in all cases rests with the individual or entity bringing the charges.

5. The complainant and respondent shall have the right to call witnesses, question all witnesses and inspect written statements which relate to the charges.

In some situations, including incidents falling under the Sexual/Gender Based Offenses Policy, direct questioning of complainant and respondent by either party will not be permitted. In such cases access to witnesses will be directed and channeled through the assigned hearing authority in lieu of direct questioning.

6. All hearing authorities, boards and hearing officers are empowered to issue student conduct orders to implement their decisions regarding the request of information, the appearance of witnesses, the implementation of the sanctions which they impose, and other matters necessary to their functioning. All members of the University community should comply with student conduct orders.

7. Failure to appear as a student witness is a violation of the Student Code of Conduct.

8. Neither respondents nor witnesses shall be compelled to testify against themselves. Deliberate falsification of testimony shall be considered cause for disciplinary action.

9. Disorderly conduct by participants may result in disciplinary action.

10. The standard of evidence used in all student conduct proceedings is preponderance, therefore, a decision of responsibility will be based upon presented evidence sufficient to make a reasonable person believe that it was more likely than not a student is in violation of university policy.

11. Formal rules of process, procedure and/or technical rules of evidence such as are applied in criminal or civil court do not apply and are not used in student conduct hearings.

12. The designated hearing authority shall have the power to rule on the admissibility of evidence.
13. An outcome notice will be made in writing within five (5) to ten (10) business days, unless extenuating circumstances exist to warrant an extension, by the chair of the appropriate hearing authority to the appropriate student(s). A copy will be sent to the appropriate University official(s) with a record of the hearing. In all cases formal hearings shall be recorded. A student record holder may request a copy of the transcript of the hearing consistent with the *Policy on Confidentiality of Student Records* (STU-033). The student record holder is responsible for any transcription costs or expenses.

14. In the event the respondent is found responsible for a violation, the hearing authority will then consider a sanction following the hearing. Student conduct history, impact statements and/or testimony from individuals may be included in the consideration.

15. Kutztown University may withhold transcripts, grades, diploma or other official records pending the disposition of cases if deemed reasonably necessary by the Dean of Students Office.

I. Sanctions

1. The appropriate hearing officer or hearing authority, upon determining an individual has, in fact, been found to be responsible for violating a University standard, shall impose one or more of the following sanctions:

a. *Disciplinary Reprimand*: A formal letter issued when a student's conduct is deemed to be unsatisfactory to the degree that the University makes a record of the incident and warns the student against repetition of similar behavior.

b. *Review Period*: A period of time not to exceed one academic year and imposed with the expectation that the student will engage in a relationship with a counselor or staff member and may include a service related to the infraction committed.

c. *Educational Activities*: The required participation in a specified activity, service project, community service, educational program, event, assignment or other educational and/or restorative assignment.

d. *Social Restriction*: Suspension of attendance or restrictions to co-curricular events or programs; change of residence hall assignment; and/or no contact restrictions with specific individuals for a defined period of time. The action may also restrict access or visitation privileges to campus facilities.

e. *Restitution*: Payment for replacement or repair for damages to property. Restitution may be applied only once if civil or criminal action is also being applied. In these cases, legal judgments shall take precedence. Restitution imposed by a campus hearing authority will be held in abeyance until civil and criminal charges can be finalized.

f. *Disciplinary Probation*: A status which declares a student to not be in good standing with the University and to be subject to loss of certain participation privileges for specified period of time not to exceed one (1) year. A student is denied the privilege to represent the University in any organized capacity including intercollegiate varsity, non-varsity or club events or to hold office in any student organization. Such probation indicates to the
student that future violations of University regulations will most likely result in suspension or dismissal from the University.

g. **Residence Hall Suspension:** A student may be excluded from campus housing for a specified period of time if held responsible through the student conduct process for a major violation of the Student Code of Conduct, for repeated infractions or a serious breach of residence hall regulations.

h. **Deferred Suspension:** The student is informed that although the violation of university regulations may warrant a suspension decision (residence hall or university suspension), a suspension is being deferred and the student is required to adhere to specific requirements and conditions imposed by the designated hearing authority. Failure to abide by the imposed conditions may result in the rescission of the deferment. The student is also advised that any subsequent violations may result in the immediate suspension or dismissal from the university and/or residence halls.

i. **Suspension:** A hearing authority may recommend to the Dean of Students the exclusion of a student from the University for a specific period of time **not to exceed four (4) years.** During the period of suspension, the student: is ineligible to enroll or participate in any academic courses or university programs and activities; must adhere to all other terms and conditions of their official sanctions; and must not be involved in further student conduct violations during their period of suspension. In addition, the University may restrict or place limitations on a suspended student’s access to campus facilities during this period of time as specified as part of their official sanction.

Unless a student officially withdraws from the university, the student’s relationship with the university is maintained therefore any alleged disciplinary infraction that occurs while a student is serving a suspension will be adjudicated in accordance with university policy. Violating conditions of suspension subjects the student to additional sanctions including, but not limited to, an extension of suspension and/or dismissal from the university.

j. **Dismissal:** A hearing authority may recommend to the Dean of Students the **permanent** separation of the student from the University. Under this status, the relationship between the student and the University is terminated and the individual is no longer considered a student. A dismissed student may also be restricted or limited from campus facilities during this period time as specified as part of their official sanction.

A dismissed student may petition the University, through the Dean of Students, to request consideration for eligibility to return to the university, after a minimum four (4) years of separation. The individual must show just cause to be considered and must apply and qualify for re-admission to the University.

2. **Application and Maintenance**

a. All sanctions imposed upon a student will be kept on file in the Dean of Students Office as an indication of one's conduct and to determine future sanctions, if necessary. These files may not be examined by hearing authorities before responsibility has been determined in an active proceeding.

b. Sanctions may include any combination of the above (i.1.a-j).
3. Jurisdiction for the Issuance of Sanctions
   a. All hearing authorities may impose all sanctions, including recommendation for suspension or dismissal from the University.

J. Appeals

1. Filing an Appeal
   To file an appeal request, an appellant must complete and submit a Student Conduct Request for Appeal Form along with a required written statement, found online at: www.kutztown.edu/studentconduct/appeals; or https://cm.maxient.com/reportingform.php?KutztownUniv&layout_id=5

   a. All student respondents and complainants after having their case heard and decided by the appropriate board or university official, may appeal the decision to the Student-Faculty Review Board. Within five (5) business days, after being officially informed in writing of the decision, an appeal form from the complainant or the respondent must be submitted online using the Student Conduct Request for Appeal Form to the chairperson of the Student-Faculty Review Board via the Dean of Students Office. All supplemental documentation and the required student statement must be submitted as one submission using the online form. Incomplete appeal request submissions will not be considered.

   b. The submitted appeal must contain specific citation that shows the reason for the appeal consistent with 4.J.3.

   c. Substantial credible evidence citing the specific error claimed in the initial hearing must be presented.

   d. There is one appeal proceeding per case. Case Officers, the designated hearing authority and the opposing respondent or complainant all have the right to review the appellant’s appeal submission and the opportunity to provide a supplemental statement and/or documentation as part of the appeal process. Any supplemental information from the opposing respondent or complainant and/or other non-appellant parties must be submitted within three (3) business days of receiving notification of the appeal request.

   e. The imposition of sanctions will be stayed while the appeal process is pending except in cases of interim suspension. The appeal authority will have the right to modify the original sanction start or end dates based on the length of the appeal process and in accordance with the original sanction imposed.

2. Appeal Process
   a. The chairperson of the Student-Faculty Review Board, Dean of Students and a student representative of the Student-Faculty Review Board will review the request for appeal to determine the merits of the stated basis for appeal.

   b. If the request for appeal is accepted, the case will be referred to full Student Faculty Review Board for consideration on the stated reasons of appeal. If the stated reasons are insufficient to warrant further review, the appeal will not be accepted.
c. If the appeal is accepted for further review, the Student-Faculty Review Board shall consider the appeal based solely on the record, request for appeal, and supplemental statement and/or documentation provided by the opposing party, case officer or hearing authority involved in the case.

d. The appellant must cite the reason(s) for appeal and provide supporting rationale to that specific reason(s). At that time, only the cited reasons for the appeal will be reviewed.

e. The board will then reach a decision and inform the appellant and opposing party of that decision.

f. During the summer months and/or break periods (e.g., May through August), if a request for appeal is submitted, the Dean of Students shall review the appeal request and determine if the request for appeal should be considered. When possible and based on availability, the Dean of Students will involve the faculty chairperson and a student representative of the Student Faculty Review Board during this process. If the appeal is accepted for review, and a quorum of the board cannot be scheduled, the Dean of Students will rule on the appeal. If the faculty chair and student representative are not available, and other members of the board are also unavailable, the Dean of Students will make a determination regarding the appeal on behalf of the Student Faculty Review Board.

g. In instances when the Dean of Students is involved in a student conduct decision or a conflict of interest exists, the Vice President for Enrollment Management and Student Affairs or designee, will act in place of the Dean of Students as part of the appeals process.

3. Reasons for Appeal

a. The appealing party indicates the existence of evidence showing the previous student conduct process was not conducted in such a manner as to provide the student with procedural due process as outlined in this document.

b. The appealing party has new evidence that was not available to him/her at the time of the proceeding, which may have significant bearing on reversal of the decision and/or reduction or increase of the severity of the sanction.

c. The appealing party indicates there is a strong likelihood that the evidence presented at the original hearing was not sufficiently substantial to justify the decision reached.

d. When the imposed sanction is grossly disproportionate to the offense committed and/or overall student conduct record of the student.

4. Decisions of Appeal

After hearing and reviewing all evidence presented in the appeal, the reviewing authority shall decide to do one of the following and inform the appellant, in writing, within five (5) business days:

a. Uphold the previous decision.
b. If the appellant is the respondent, overrule the previous decision and modify the outcome or dismiss the case.

c. If the appellant is the complainant, overrule the previous decision and send the case back to the board or hearing officer of original jurisdiction for rehearing/sanctioning on stated basis only.

d. If the appellant is the respondent, overrule the previous decision and send the case back to the board or hearing officer of original jurisdiction for rehearing/sanctioning on stated basis only.

5. All decisions of the Student-Faculty Review Board may be appealed to the President or his/her designee. The original complainant or respondent may seek a review, in writing, by the University President or his/her designee, within two (2) University business days of receipt of official notification. This request for review must contain relevant specific evidence consistent with 4.J.3. Should the President or his/her designee accept the appeal for review, the decision of the President or his/her designee shall be final. Should the President or his/her designee not accept the appeal for review, the decision of the Student Faculty Review Board shall be final.

Article 5: Student Conduct System

A. Process Advisors

1. Student Conduct Process Advisors are professional staff (non-faculty) appointed by the Dean of Students and/or Vice President for Enrollment Management and Student Affairs to assist with the implementation and coordination of student conduct hearings.

2. Process Advisors:
   a. Preside over University Conduct Board hearings and serve as advisors to the board.
   b. Serve as the hearing authority for cases falling under the Sexual/Gender Based Offenses Policy; one (1) to three (3) representatives will preside over hearings in such cases.
   c. Conduct formal administrative hearings as needed.
   d. Participate in on-going training and professional development regarding student conduct policies, procedures, current issues and best practices.

B. University Conduct Board

1. Composition: The University Conduct Board will consist of 18 – 20 members of the University community. Cases brought before the board will be heard by a two (2) to three (3) member University Conduct Board panel (UCB) with a Process Advisor presiding.
   a. Five (5) students shall be selected by Dean of Students Office. All selectees must be in good academic and disciplinary standing and not currently under any student conduct sanction. Student representative appointments may be renewed on an annual basis.
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b. Five (5) faculty members shall be selected from the willingness-to-serve process as conducted by the Committee on Committees. Faculty shall serve three (3) year staggered terms.

c. Five (5) Professional/Administrative staff shall be selected from willingness-to-serve ballots as conducted by the Committee on Committees. Professional/Administrative staff shall serve three (3) year staggered terms.

d. Three to five Process Advisors.

2. Procedure
   a. All members of the University Conduct Board will participate in content and procedural training relating to the workings of the student conduct system.

   b. When a case is referred to the University Conduct Board, it will be assigned to a Process Advisor.

   c. One (1) representative from each constituency listed in 5.B.1.a.b.c. will be assigned to a case. In the event of a lack of available representatives from one of the groups listed in 5.B.1 a-c, then more than one (1) representative from the other group(s) may serve at a hearing.

   d. The University Conduct Board is responsible for finding fact, determining responsibility and recommending sanctions, if appropriate, in the case assigned.

   e. The Process Advisor will preside over the hearing and will not participate in the decision of responsibility but will facilitate the deliberative process and be responsible for making the final determination regarding sanctions, as applicable, in consultation with the University Conduct Board.

3. Jurisdiction
   a. Violation of the University’s Student Code of Conduct with exception of the Sexual/Gender Based Offenses Policy.

   b. Violations of the constitution of a student organization which is approved by the Student Government Association.

   c. Violations of the Student Government Association constitution.

   d. Conflicts among groups subordinate to the Student Government Association.

   e. Violations of regulations or procedures established by the Student Government Association.

C. Student-Faculty Review Board

1. Composition
   a. Four (4) students shall be appointed by the Student Government Board. No students serving on the University Conduct Board shall be eligible for the Student-Faculty Review Board unless the student resigns...
from the former position. A member must be in good academic and disciplinary standing and not currently under any student conduct sanction.

b. Students shall serve two (2) year terms and shall maintain their appointment regardless of their role on the Student Government Board.

c. Five (5) faculty members shall serve three (3) year staggered terms with appointments made by the University Senate.

d. Members shall take office in the fall semester of the year of their selection.

e. Vacancies shall be filed by the appointing body within one month after they occur.

2. Jurisdiction
   a. Violations of the Academic Honesty Policy (ACA-027).

b. Cases which arise related to student communication media.

c. Official requests made by the Student Government Board or an administrative officer through the Dean of Students for an interpretation and an official opinion on any of the following: The Student Government Association constitution, the by-laws of the Student Government Board, and of this Document.

d. Appeals from an official student conduct decision of the University Conduct Board or other appropriate hearing authority within the student conduct system including sexual/gender-based misconduct.

e. For cases involving an appeal related to a violation of the Sexual/Gender Based Offenses Policy, only non-student members of the Student-Faculty Review Board will be involved in the appeals process. In this instance, quorum is considered a majority of the faculty representatives.

D. Removal of a Conduct Board Member

1. University Conduct Board
   a. Upon petition of an absolute majority of the members of the University Conduct Board, charges may be brought against any member of that board, if he/she does not voluntarily resign.

b. The board shall hear the charges against the member and may remove the member if it feels the charges warrant that action.

c. Standard procedural due process shall be followed in all such cases. Appeals may be directed to the next higher judiciary.

2. Student-Faculty Review Board
a. Upon petition of an absolute majority of the members of the Student-Faculty Review Board, charges may be brought against any member of that board, if he/she does not voluntarily resign. The petition shall be directed to the chair of that board.

b. The appointing body shall hear the charges against the member and may remove the member if it feels the charges warrant that action.

c. Appeals may be directed to the President of the University or his/her designee.

Article 6: Communication Media

A. Student communication media are a valuable aid in the dissemination of information as well as establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world-at-large.

B. It shall be the responsibility of the Student Media Advisory Board (SMAB) to provide assistance to all campus communication organizations and to encourage the freedom of expression, integrity and aesthetic values in campus communications.

C. As safeguards for the editorial freedom and responsibility of student communications the following provisions are necessary:

1. The student communication media shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student communications media to maintain their integrity and free expression in the academic community.

2. Editors and managers of student communication media shall be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes, violations of the canons of responsible journalism as cited in 6.3a., shall editors and managers be subject to removal, and then by orderly and prescribed procedures. Such procedures shall involve the presentation of charges by the Student Communications Media Advisory Board to the Student-Faculty Review Board.

3. All student communication media shall explicitly state that opinions expressed are not necessarily those of the University or student body.
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Article 7: Definition of Terms

A. *Absolute majority* - a majority of the entire voting membership.

B. *Appellant* - a person who appeals a decision to a reviewing authority for a reversal or modification of decision.

C. *Civil and criminal law* - shall include all laws, regulations, and ordinances made by the United States Government, the Commonwealth of Pennsylvania, and its political subdivisions.

D. *Complainant* - the person(s) referring charges of a violation of a University regulation.

E. *Good academic standing* as described in KU Policy ACA-042: Academic Warning, Probation, and Dismissal.

F. *Members of the University community* - shall include University officials, faculty, non-instructional staff, and all full-time and part-time graduate and undergraduate students.

G. *Quorum* - the established minimum number of represented members required to conduct business.

H. *Respondent* - the student(s) charged with violating a University regulation.

I. *Simple majority* - a majority of those voting members present, provided there is a quorum.

J. *University communications organization* - Any approved organization, which is engaged in University communications.

K. *University official* - employee of the University under the authority of the President. Such personnel may include administrators, as well as faculty, when performing administrative functions.

L. *University regulation* - an official rule established by an appropriate University authority governing the conduct or behavior of a member of the University community.

M. *University housing* - all residential facilities owned, leased, and/or operated by Kutztown University and/or the Commonwealth of Pennsylvania.

Article 8: Authority

A. Specific regulations concerning student conduct on or off-campus and their administration shall be the responsibility of the Council of Trustees and the University President through the Division of Enrollment Management and Student Affairs and such members of the faculty and student body as appropriate.

B. The Dean of Students (or his/her designee) is that person assigned by the university President (or his/her designee) to be responsible for the administration of the Student Code of Conduct. The Dean of Students (or
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*his/her designee* is responsible for directing periodic reviews and updates to this document and the *Student Code of Conduct*.

**C.** The *Dean of Students* (or his/her designee) shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearing processes that are consistent with the provisions of the *Student Code of Conduct*.

**D.** Students are recognized as contributing members of the university community. All are recognized as having specific rights and responsibilities which are set forth in this document, the *Student Code of Conduct* and the Kutztown University student handbook, *The Key*. 
Chapter 2

Student Conduct & Regulations
Chapter 2: Student Conduct & Regulations

Student Code of Conduct

Preamble
Kutztown University is centered upon a culture of learning, the pursuit of academic excellence and the holistic development of its students. As such, the Kutztown University Student Code of Conduct is established to uphold standards of the community in an effort to embrace and care for the living-learning environment of the university. In doing so, the Student Code of Conduct espouses the standards of the institution in an effort to cultivate an environment that maintains student accountability and supports an atmosphere conducive to learning.

Article I: Definitions

1. The term “university” means Kutztown University.

2. The term "student" includes the following:
   a. All persons enrolled in courses at Kutztown University either full-time or part-time, pursuing undergraduate, graduate, or professional studies
   b. All persons who are not officially enrolled for a particular term but have not officially withdrawn from the university and maintain eligibility to enroll; and
   c. All persons defined under item 1a or 1b who withdraw after allegedly violating the Student Code of Conduct.

This Student Code of Conduct does apply at all locations of the University, including branch campuses and/or off-site teaching or internship locations, including sites of study abroad programs.

3. The term "university official" includes executives, representatives and employees of the University performing assigned administrative or professional duties on behalf of the University.

4. The term "member of the university community" includes any person who is a student, employee, or University official of the University. If in question, a person’s status in a particular situation shall be determined by the Dean of Students.

5. The term "university premises" includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the University including adjacent streets and sidewalks.

6. The term "student organization" means an entity that has complied with the formal requirements for University recognition as set forth by Office of Student Involvement.

7. The term "hearing authority" means any person or body selected to serve in accordance with University’s processes to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a student conduct violation has been committed.
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8. The Dean of Students or his/her appointed designee is that person designated by the University President or his/her designee to be responsible for the administration of the Student Code of Conduct.

9. The term "policy" means all of the written regulations of the university that are found in one or more of the following resources: the Student Code of Conduct, Document on Student Rights and Welfare, The Key Student Handbook, Acceptable Use Policy, Sexual/Gender Based Offenses Policy, Kutztown University Policy Register, and the Kutztown University web page: http://www.kutztown.edu.

Article II: Student Code of Conduct Authority

1. Specific regulations concerning student conduct on campus and their administration shall be the responsibility of the Council of Trustees and University President through the Division of Enrollment Management and Student Affairs and such members of the administration, faculty and student body as appropriate.

2. The Dean of Students or his/her designee shall develop policies for the administration of the Student Code of Conduct and procedural rules for the conduct of hearings that are consistent with the provisions of the Student Code of Conduct and the Document on Student Rights and Welfare.

3. The process outlined in the Document on Student Rights & Welfare shall determine the composition of the conduct and appellate boards and determine which hearing authority shall be authorized to hear cases of alleged student misconduct.

4. Students are recognized as contributing members of the University community. All are recognized as having specific rights and responsibilities which are indicated in the Document of Student Rights and Welfare included in this handbook.

5. The Kutztown University e-mail system is recognized as an official communication and is the primary medium for receiving correspondence relating to student conduct.

Article III: Jurisdiction

The Kutztown University Student Code of Conduct shall apply to conduct that occurs on University premises, at University related activities on or off-campus, and to off-campus conduct that represents a substantial University interest which adversely affects the University community and/or the pursuit of its objectives. Students shall be responsible for their conduct from the time of confirmation of acceptance for admission through the actual awarding of degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after their degree is awarded).
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Off-Campus Rights & Responsibilities

Reasonable guidelines are essential to facilitate the development of high standards of mutual respect and integrity within each and every student. Sensitivity to our environment as well as community involvement that extends beyond the physical campus boundaries are integral components to the appropriate development of responsible citizenship. Kutztown University is genuinely committed to the student developing civic skills and public service experiences for living in a public world. To that end, Kutztown University will encourage the personal and intellectual development of students as they exercise rights of citizenship both on and off-campus in the local community. Kutztown University will make every effort to foster positive relations among students and permanent residents as well as provide experiential learning opportunities for students to become actively involved in off-campus civic, community, social service organizations and causes.

While the University has a primary duty to regulate behavior on its premises, there are circumstances when the off-campus behavior of students affects a substantial University interest and warrants disciplinary action. The University expects students to conduct themselves in accordance with the law. Student misconduct occurring off the premises of the campus that may have violated any local, state, or federal law is subject to review by the University and may result in student conduct charges being filed against a student by the Dean of Students Office. When students are found responsible for off-campus conduct that both meets the definition of affecting a substantial university interest, and violates the Student Code of Conduct, sanctions will be applied.

When the University has been made aware of off-campus misconduct, the Student Code of Conduct may be applied by the University simultaneous to any criminal action taken by civil authorities. However, in some instances final action may be deferred at the discretion of the University until all external processes have been completed or until such time when the on-campus procedure may proceed without encumbrance.

Student conduct committed off the campus which affects a substantial university interest is student conduct that includes one or more of the following:

a. Constitutes a violation of local, state or federal law. Included are (but not limited to) violations of any local, state or federal law committed in the immediate or adjacent municipalities where the university is located.

b. Indicates that the student may present a clear and present danger or threat to the health or safety of others.

c. Significantly infringes upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder.

d. Is detrimental to the educational interests of the University.

Any off-campus student behavior that affects a substantial University interest, as previously defined, violates the Student Code of Conduct and is subject to disciplinary action following standard University procedures. In accordance with the Document on Student Rights and Welfare and university student conduct procedures, students are entitled to contest any allegations against them and may request a hearing or review before the relevant hearing authority. The relevant hearing authority will review the referred allegations of off-campus
misconduct in the same manner in which they review alleged violations occurring on university premises. The Dean of Students Office may also consider whether or not the referred off-campus misconduct affects a substantial university interest and whether the behavior should be subject to disciplinary action.

**Sanctions for Off-Campus Violations of Law**

As with on-campus infractions, the sanctions for off-campus misconduct range from disciplinary reprimand to dismissal as defined in the Document on Student Rights & Welfare. The following categorization is a guide to off-campus violations of law in the categories of minor, moderate and major. This listing does not take into consideration a student’s prior student conduct record. Therefore, those students with a history of prior misconduct may receive more stringent sanctions than those listed below for any particular act of misconduct.

a. **Major**: *Student Code of Conduct* violations committed off the campus that typically would fall into the major category and yield a sanction range of suspension, including interim suspension to dismissal are: felonies to misdemeanors.

b. **Moderate**: *Student Code of Conduct* violations committed off the campus that typically would fall into the moderate category and yield a sanction range of disciplinary probation to dismissal are: misdemeanors to non-traffic violations of criminal statutes.

c. **Minor**: *Student Code of Conduct* violations committed off the campus that typically would fall into the minor category and yield a sanction range of disciplinary reprimand to disciplinary probation are: non-traffic summary offense of criminal statues to violations of local code and ordinances.

**Article IV: Conduct**

**Standards & Regulations:**

1. **Sexual/Gender Based Misconduct**: See *Sexual/Gender Based Offenses Policy*.

2. **Academic Dishonesty**: See *Academic Honesty Policy*.

3. **Hazing**: See *Hazing Policy*.

4. **Computer/Technology Misuse**
   a. Violation of the Acceptable Use Policy.

   b. Violation of ResNet regulations and policies for responsible use.

5. **Harm to Others**
   a. Physical violence including but not limited to physical abuse, assault and/or battery; threats of violence; striking, shoving or subjecting another person to unwanted physical contact.
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b. Intentionally or recklessly endangering, threatening, or causing physical harm to any person and/or their property.

c. Harassment, defined as a pattern of behavior that involves verbal abuse or harassment, threats, intimidation, bullying, coercion, stalking, and/or other conduct which threatens or endangers the health and safety of another person(s) or another person’s property.

d. Stalking, defined as the repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and safety of another person, resulting in the intimidation of that person.

e. Bullying, defined as the repeated and intentional harassment resulting in the intimidation of another person.

f. Retaliation, defined as any adverse action, threat of adverse action and/or the harassment of an individual who makes a good faith report of misconduct, is the subject of a report of misconduct, and/or who is reasonably participating in the student conduct process resulting in the intimidation of another person.

g. Use of the Internet (including social media, email, text messaging, etc.) interactive, and/or digital technologies to harass, bully, retaliate and/or stalk another person, resulting in the intimidation of that person.

6. Property

a. Attempted or actual theft of and/or damage to property of the university or property of a member of the university community.

b. Attempted or actual theft of university services.

c. Possession and/or receipt of stolen property.

d. Tampering, discharging, setting-off, or causing to be inoperable any firefighting/lifesaving apparatus, alarm devices, fire safety devices, and emergency equipment for no legitimate purpose.

e. Initiating bomb threats or false alarms to any university official, facility, program, or event on university premises.

f. Failure to evacuate a facility or designated area in a timely manner or to comply with the directions of a university official during a fire drill or other health and safety emergency.

g. Setting or attempting to set a fire, creating/causing a fire on campus and/or participating in the unauthorized use of fireworks on campus.

h. Trespassing in areas that are posted, off-limits and/or restricted including but not limited to water towers, the quarry area, electrical substations, areas under construction or repair, areas cordoned off by university officials, roof tops, and buildings that are closed.
i. The willful obstruction of a passageway, entrance, exit, or any portion of a university building or premises which restricts the freedom to utilize the facility for its stated and intended purpose.

j. Misappropriation of a university resource including the act or the attempt to remove a university resource designated for general student or university usage or consumption from a designated area.

k. Actions that cause disruption to university networks and/or telecommunications systems, equipment and/or resources.

l. Use of university resources, facilities or services to commit a violation of university policy or the law.

Students found responsible for violations of this conduct standard for health, fire/safety, theft and property damage provisions are subject to sanctions including, but not limited to, loss of university housing.

7. Expectations of Cooperation
   a. Failure to comply with directions of university officials or law enforcement officers acting in the reasonable performance of their duties.

8. Unauthorized Access
   a. Unauthorized possession, duplication or use of keys, key access cards, computer system or network passwords, access systems or codes to any premises or unauthorized entry to or use of university premises.

9. Alcohol
   a. Use, possession, manufacturing, or distribution of alcoholic beverages or alcoholic products on university premises except as expressly permitted by official university policy.

   b. Constructive possession of alcoholic beverages or products whereby possession is defined as the presence of alcoholic beverages or products in an area under one's control such as a residence hall room in which the student is assigned or a vehicle that is owned, operated or controlled by the student.

   c. Public intoxication on university premises or at official university student activities/functions on or off-campus.

   d. Underage use or possession of alcohol including the purchase or attempt to purchase alcohol by a minor.

   e. Excessive use of alcohol resulting in a state of intoxication. Excessive use may include use resulting in a need for medical attention, inability to function without assistance, unconsciousness, incoherent or disoriented behavior, loss of control of bodily functions, and/or having a blood alcohol level of .16 or above.

   f. Selling or furnishing (including the attempt to sell or furnish) alcoholic beverages or products without a license to a minor on or off-campus.
g. Hosting or organizing a party where a party is defined as involving eight (8) or more people in residence halls; or twelve (12) or more in suite style residence halls; or twenty (20) or more in apartments or on nearby grounds at which alcoholic beverages or products and/or drugs are present. Students found responsible for violation of this specific provision are subject but not limited to loss of university housing.

h. Driving while intoxicated. Intoxication includes driving with blood alcohol content of .08 or greater for persons who are 21 years of age or older or .02 or greater for persons under the age of 21.

10. Drugs
   a. Use, possession, purchasing (including the attempt to purchase), manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, except as expressly permitted by law.

   b. Constructive possession of marijuana, heroin, narcotics or other controlled substances whereby possession is defined as the presence of contraband in an area under one's control such as a residence hall room in which the student is assigned or a vehicle.

   c. Being under the influence of illegal drugs or other controlled substances on university premises or at official university student activities/functions on or off-campus.

   d. Selling (including the attempt to sell), delivering, transporting or furnishing any illegal drugs or controlled substances.

   e. Hosting or organizing a party (4.IV.9.g) where marijuana, heroin, narcotics or other controlled substances are present. Students found responsible for violation of this specific provision are subject to loss of university housing.

   f. Possession of drug paraphernalia including but not limited to pipes, bongs, grinders and other devices.

   g. Use of legal substances or synthetic substances, legal or illegal, in a fashion designed to alter one's mental or physical state.

   h. Impaired driving as a result of the use of drugs or illegal substances.

   i. Drugging another person's food or drink, or by any other means, without their knowledge or consent.

11. Weapons
   a. Unauthorized possession, carrying or use of firearms, explosives, other weapons, or dangerous chemicals including propane, lighter fluid or other fuels, in university buildings, facilities and/or at university events is prohibited. Unauthorized items include but are not limited to: firearms of any kind including pellet, BB devices, Tasers, stun guns, ammunition, and/or air powered projectile devices; knives with blades longer than four (4) inches, switchblades and spring assisted knives of any kind, chemicals, fireworks, bow, nunchaku, brass knuckles, and/or any instrument or implement that can be used as a weapon and is capable of inflicting serious bodily injury.
b. The illegal use and/or possession of a weapon.

c. Violation of Kutztown University Policy A&F-030: Possession of Deadly or Offensive Weapons on Kutztown University Campus.

12. Disorderly Conduct
a. Conduct that is disruptive and/or serves no legitimate purpose.

b. Breach of peace or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university or members of the academic community.

c. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, pedestrian or vehicular traffic, other university activities or of other authorized non-university activities when the conduct occurs on university premises.

d. Unauthorized use of electronic or other devices including drones to make an audio, video or photographic record or image of any person without his/her expressed consent when such a recording is likely to cause injury, distress, or breach a reasonable expectation for privacy. This includes, but is not limited to, surreptitiously taking pictures or videos of another person in a gym, locker room or restroom.

e. The misuse or illegal and/or unauthorized use of drones or unmanned aircraft systems on campus property or at university events and programs.

f. The misuse or illegal and/or unauthorized use of lasers, laser pointers and/or other similar laser devices on campus or at university events and programs.

13. Bias/Intimidation
a. Any violation of law, university conduct standard, or policy based on the actual or perceived age, ancestry, color, religion, disability, gender, national origin, race or sexual orientation of an individual or group of individuals

14. Abuse of the Student Conduct Process
a. Failure to obey a notice from a hearing authority or university official to appear for a meeting as part of the student conduct process; failure to appear as a witness at an official student conduct hearing.

b. Falsification, distortion, or misrepresentation of information before an appropriate hearing authority, at a preliminary briefing, or other student conduct process meeting/hearing.

c. Disruption or interference with the orderly conduct of a hearing, preliminary briefing, or other student conduct meeting or hearing.

d. Falsifying a student conduct incident report.
e. Attempting to discourage or interfere with an individual's participation in, or use of, the student conduct system.

f. Attempting to influence the impartiality of a member of a hearing board prior to, and/or during the course of the student conduct process.

g. Harassment and/or intimidation of any party, witness or hearing board member involved in a student conduct case with the intent of influencing outcomes or for the purposes of retaliation prior to, during and/or after a student conduct proceeding.

h. Failure to comply with the sanction(s) imposed as a result of a Student Code of Conduct violation.

i. Falsifying data, committing plagiarism, receiving unauthorized assistance, and/or the misrepresentation of service in attempt to fulfill the requirements of an assigned student conduct sanction; completing part or all of an assigned sanction for another student.

15. Persistent Infractions
   a. Persistent infractions of university policies and/or regulations including but not limited to repeated violations of the same conduct standard and/or university policy.

16. Complicity
   a. Conspiring with another or other students or knowingly aiding, assisting or encouraging another student or students in the commission of a Student Code of Conduct violation, violations of law and/or other official policies of the university.

17. Responsibility for Actions of Guests
   a. Allowing and/or failing to prevent violations of law or university policy by a non-student guest.

   Students are responsible for the behavior of their non-student guests at all times and in all places. The student host is responsible to make guests aware of rules and regulations of the residence halls and the campus in general.

18. Falsification/Forgery
   a. Falsifying, altering, omitting or forging university, federal or state forms, documents, applications, reports, time cards, attendance records, identification, parking permits, meal cards, and/or the attempt to misrepresent himself/herself as another person or university official.

   b. Falsifying a report to university police.

   c. Providing false information or forged documentation to a university department or official who is acting in the reasonable performance of their duties.
19. Student Identification
a. Failure to possess and/or submit a Kutztown University Student Identification Card (ID) card to a university official who is acting in the reasonable performance of their duties for the purposes of identification.

b. Failing to promptly report the loss of a student ID card to the KU Card Office.

c. Intentionally transferring a student ID card, personal identification number (pin) codes or passcodes to any other person for any purpose whatsoever.

Students are required to obtain and possess their official Kutztown University Student Identification Card (ID).

20. Violation of Law
a. Violation of any local, state or federal law on or off-campus.

Criminal or civil decision is not a necessary prerequisite for a disciplinary decision nor is it necessary that criminal or civil charges be lodged against the student either before or after a university decision. Therefore, action taken in a civil or criminal court does not free the student of responsibility for the same conduct in a university proceeding. A student participating in the Accelerated Rehabilitative Disposition (ARD) program or any similar alternative diversionary program applied by the courts is still considered to be in violation of this standard and accountable for a conduct violation.

21. University Policies
a. Violation of any university policy, rule, or regulation published in hard copy or electronically available on the university website.

Article V: Supporting Policy and Policy Statements

Document on Student Rights & Welfare
Specific process procedures, protocols and definitions regarding due process, a range of disciplinary sanctions, interim suspensions, the appeal process, and overall student conduct system including the composition and jurisdiction of hearing boards are outlined and defined in the Document on Student Rights & Welfare in the student handbook: http://www.kutztown.edu/TheKey.

Parental Notification Statement
Parents or legal guardians of students under the age of 21 found responsible for violations of conduct standards on alcohol and/or drugs will be informed, in writing, following a second infraction and finding of responsibility. At the time of a first incident, students will be strongly advised to consult parents or guardians regarding their behavior and to seek advice on any criminal or disciplinary processes which may transpire as well as any intervention strategies related to use or abuse of substances.
Statement on Copyright Infringement Policies & Sanctions
Consistent with the University's acceptable use policies, the illegal distribution of copyright material including unauthorized peer-to-peer file sharing on University owned, operated or maintained networks may subject students to civil and criminal penalties under federal law. A link to the specific legal penalties as defined by law may be found at Kutztown University's Student Consumer Information portal at the following website: http://www.kutztown.edu/student-consumer-information.htm.

Students who violate university policy with respect to copyright infringement and illegal downloading will be held accountable through the university student conduct process. Minor first-time offenses subject students to a disciplinary reprimand and participation in an educational program about copyright infringement and illegal downloading. If an infraction occurs on the residence hall network a student will be required to bring their computer or computing device to the ResNet Office for inspection and cleaning prior to having their network access restored. Repeat offenders may have their network privileges temporarily or permanently revoked; prolific or chronic offenders may face removal from the residence halls, suspension from the institution and/or permanent loss of computer privileges. As noted above, a student may face criminal or civil action in addition to any administrative response from the university.

Attempted Violations
In most circumstances, the university will treat attempts to commit any of the violations listed in the Student Code of Conduct as if the attempted offense had been completed.

University as Complainant
As necessary, the university reserves the right to initiate a complaint, to serve as the complainant, and to initiate student conduct proceedings without a formal complaint by the victim of misconduct.

Disclosure to Victims of Crimes of Violence
The University will, upon written request, disclose to an alleged victim (or next of kin if the victim is deceased) of a crime of violence or nonforcible sexual offense the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense.

Immunity for Victims
The university encourages the reporting of Student Code of Conduct violations and crimes by victims therefore the university will follow a policy of offering victims of serious crimes or offenses amnesty from secondary student conduct infractions related to the incident question.

The Good Samaritan Policy for Alcohol & Other Drug Incidents (STU-032) provides conditions for amnesty related to the reporting of alcohol and drug related medical emergencies.

The Sexual/Gender Based Offenses Policy provides conditions for amnesty from secondary offenses (e.g. alcohol violations) related to the reporting of sexual violence, dating violence, domestic violence and stalking incidents.

Reporting Time
Members of the university community are urged to report incidents immediately after it occurs. To receive full consideration reports must be submitted in a reasonable period of time from date of infraction. For major
violations, there is no specific statute of limitation on reporting a violation but university response to reports received after a significant period of time has elapsed may be limited given the availability of witnesses, evidence or involved parties.

Availability of Rules and Regulations
This document includes rules and regulations which apply to all students as defined in Article I.2. Those which apply to small, specific groups of students (e.g., residence students, non-resident students) may be available in documents published for those specific populations.

Interpretation and Revision of Regulations
Any question of interpretation or application of the Student Code of Conduct shall be referred to the Dean of Students or his/her designee for a final determination. The Student Code of Conduct will be reviewed on a periodic basis under the direction of the Dean of Students or his/her designee.

Confiscation Statement
All prohibited items or personal items used to transport or store prohibited items are subject to confiscation by University officials. Prohibited items, particularly those of an illegal nature will not be returned and will be destroyed. Personal items used in the commission of a Student Code of Conduct violation or University policy become the property of Kutztown University. These items may be returned at the University’s discretion.

Calculation of Time
Periods of probation, separation, or other restrictions are computed to include the first and last day of such periods of time.

Good Samaritan Policy for Alcohol & Other Drug Incidents (STU-032)

A. Philosophy
1. The health and safety of members of the Kutztown University community is a primary concern.

2. Students need to seek immediate medical attention for themselves or others when someone’s health and/or safety are at risk.

3. Students may be reluctant to seek assistance for themselves or others for fear of facing student conduct action from the University.

4. Kutztown University seeks to remove barriers that prevent students from seeking the medical attention they need.

B. Scope
This policy applies to all Kutztown University students.

C. Policy
Chapter 2: Student Conduct & Regulations

The intent of this policy is to provide a general immunity from violations of the Kutztown University Student Code of Conduct if a student acts in an effort to seek assistance for themselves or another person during a medical emergency brought on as a result of alcohol or drug use. It does not and cannot grant immunity for criminal, civil, or legal consequences for violations of Federal, State, or Local law.

1. Students who seek emergency medical attention for themselves related to the consumption/use of drugs or alcohol will not be charged with violations of the Kutztown University Student Code of Conduct related to that violation, if that student subsequently completes an alcohol and other drug education program and/or an alcohol and other drug assessment, if deemed appropriate by the Dean of Students Office. Failure to complete this component of the program may result in student conduct charges being filed.

2. Students who seek emergency medical attention for someone else related to the consumption/use of drugs or alcohol will not be charged with violations of the Kutztown University Student Code of Conduct related to that violation if the reporting student subsequently completes an alcohol and other drug education program and/or an alcohol and other drug assessment, if deemed appropriate by the Dean of Students Office. Failure to complete this component of the program may result in student conduct charges being filed.

3. Student organizations are required to seek immediate medical assistance for their members or guests when any potential health risk is observed, including medical emergencies related to the use of alcohol and/or drugs. A student organization that seeks immediate assistance from appropriate sources will not be charged with violations of the Kutztown University Student Code of Conduct related to alcohol and/or drugs, if that organization completes any educational programming required by the Dean of Students Office and/or the Office of Student Involvement. However, the organization can and will be held accountable for any other violations of the Student Code of Conduct related to the incident. Student organizations that fail to seek immediate medical assistance for members or guests in need of attention will likely be charged with violations of the Student Code of Conduct and face revocation or suspension of recognition as the outcome of such charges. It is imperative that student organizations seek medical assistance for their members or guests in such an emergency situation.

4. This policy applies only to those students or student organizations that seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by University officials (i.e. Public Safety & Police Services, faculty, administrative staff, residence hall staff including student Community Assistants and Desk Assistants, etc.).

5. This policy is not intended to shield or protect those students or organizations that repeatedly violate the Student Code of Conduct. In cases where repeated violations of the Kutztown University Student Code of Conduct occur, the University reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident was reported.

6. The University reserves the right to adjudicate any incident based on its review of the incident in question. The Dean of Students Office also reserves the right to contact any student to discuss an incident whether or not this policy is in effect.
Chapter 2: Student Conduct & Regulations

Hazing Policy

Introduction
Kutztown University of Pennsylvania prohibits hazing and takes any allegation of hazing very seriously. Consistent with university policy and state law, Kutztown University will respond to all reports of hazing to the fullest extent possible and encourages all members of the community to promptly report allegations of any conduct that constitutes hazing.

A copy of the Kutztown University Hazing Policy is published in the online student handbook, The Key, posted on the university’s website, and is distributed to all active/registered student-based organizations on an annual basis. For additional information on hazing, policies, statistics, reporting information and hazing prevention resources please refer to https://www.kutztown.edu/studentconduct.

Terms
Student: The Student Code of Conduct (Article I.2) defines a student as: (1a) any person enrolled in courses at Kutztown University either full-time or part-time, pursuing undergraduate, graduate, or professional studies; (2b) all persons who are not officially enrolled for a particular term but have not officially withdrawn from the university and maintain eligibility to enroll; (3) all persons defined under item 2a or 2b who withdraw after allegedly violating the Student Code of Conduct.

Organization: Organizations are defined as groups including but not limited to: a fraternity, sorority, association, corporation, order, society, corps, club, club sport, athletic team, or service, social or similar group, whose members are primarily, students and or alumni of the organization, or Kutztown University.

What is Hazing?
The University defines hazing as intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating an individual into or with an organization, or for the purpose of continuing or enhancing an individual's membership or status in an organization, causes, coerces or forces an individual to do any of the following:

1. Violate federal or state criminal law;
2. Consume any food, drink, alcoholic liquid, drug or other substance that subjects the minor or student to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature;
6. Endure any other activity that creates a reasonable likelihood of bodily injury; and/or
7. Result in the willful destruction or removal of public or private property.

The definition of hazing does not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.
Chapter 2: Student Conduct & Regulations

Kutztown University and its organizations are subject to criminal penalties for intentionally, knowingly and recklessly promoting or facilitating hazing or aggravated hazing.

Consent is not a defense to a criminal charge of hazing or a charge under Kutztown University’s Student Code of Conduct, Student Organization Conduct Review Process or this policy. The sanctioning or approval of the conduct by a university employee/volunteer is not a defense to a criminal charge of hazing or a charge under the university’s Student Code of Conduct.

Penalty & Enforcement

Any organization found to have engaged in hazing is subject to discipline under but not limited to, the Student Organization Conduct Review Process and the sanctions noted below. Any individual student who participates in hazing is subject to discipline under the Student Code of Conduct and Document on Student Rights & Welfare. As noted above, hazing is also subject to criminal penalties. Individuals and members of organizations who participate in hazing may be arrested and prosecuted in accordance with state law. Allegations of hazing by employees or university volunteers may be reported to the Office of Human Resources and/or University police; allegations against other individuals may also be reported to University police.

Individual students accused of hazing as part of a student group which does not fall under the official student organization recognition process of the Office of Student Involvement (e.g. intercollegiate athletic teams, academic groups, music groups/bands, etc.) are subject to the standard student conduct process for their actions. Reported incidents of hazing involving such student groups will also be reported to the appropriate University authority(ies) for group-wide follow-up and action (as needed).

Sanctions

Students violating this policy may face sanctions including but not limited to fines, the withholding of a diploma or transcript pending compliance with rules or pending compliance with rules or payment of fines, probation, suspension, or dismissal.

Organizations violating this policy may face sanctions including but not limited to fines, rescission of permission to operate on campus or other school property and rescission of permission to operate under the sanction or recognition of Kutztown University.

Scope of Policy

Consistent with the Student Code of Conduct’s Jurisdiction policy (Article III), this policy prohibits hazing on or off campus including on privately-owned property.

Reporting & Enforcement

For EMERGENCY situations please call 911 or Public Safety at 610-683-4001. Any person experiencing or witnessing behavior suspected to be hazing is encouraged to report the behavior to Public Safety & Police Services, Office of Student Involvement and/or the Dean of Students Office by submitting the following online Hazing Report Form or by contacting one of the offices listed below.
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Public Safety & Police Services
Old Main, B wing (Basement Level) Emergencies: 610-683-4001
Non-Emergencies: 610-683-4002
Web: http://www.kutztown.edu/publicsafety

Student Involvement Office
153 McFarland Student Union
Phone: 610-683-1383
Web: http://www.kutztown.edu/involvement

Dean of Students Office
119 Stratton Administration Center
Phone: 610-683-1396
Web: http://www.kutztown.edu/deanofstudents

Student Conduct
119 Stratton Administration Center
Phone: 610-683-1320
Web: http://www.kutztown.edu/studentconduct

Upon submission of the online Hazing Report Form, a copy of the report will automatically be forwarded to Public Safety & Police Services, Student Involvement, Dean of Students and Student Conduct offices for appropriate follow-up and investigation. **If an emergency exits, please do not rely on this reporting form alone and contact Public Safety & Police Services at 610-683-4001 or call 911 immediately.**

Amnesty Policies

Consistent with university policy, the university encourages the reporting of Student Code of Conduct violations and crimes, including hazing, therefore the university will follow a policy of offering victims of serious crimes or offenses amnesty from secondary student conduct infractions related to the incident question.

The Good Samaritan Policy for Alcohol & Other Drug Incidents (STU-032) provides conditions for amnesty related to the reporting of alcohol and drug related medical emergencies.

The Sexual/Gender Based Offenses Policy provides conditions for amnesty from secondary offenses (e.g. alcohol violations) related to the reporting of sexual violence, dating violence, domestic violence and stalking incidents.
Sexual/Gender-Based Offenses Policy

Members of the university community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to the university’s attention, and a responding party is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are not repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

Kutztown University is committed to creating an environment free of sexual harassment for its students. Sexual harassment is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX prohibits student-on-student sexual/gender-based misconduct and requires a prompt and equitable resolution of complaints. In addition, the Campus SAVE Act or Campus Sexual Violence Elimination Act (amendments to the Violence Against Women Act) require the University to have policies and training about not only sexual violence, but also other crimes including dating violence, domestic violence and stalking.

Sexual/gender based harassment of students, which includes acts of sexual violence (including, but not limited to non-consensual sexual intercourse, non-consensual sexual assault, non-consensual sexual contact, sexual harassment and sexual exploitation) is a form of sex discrimination prohibited by Title IX and includes physical sexual acts: against a person’s will, where a person is incapable of giving consent as a result of drug or alcohol use, or where an individual is unable to give consent due to an intellectual or other disability.

Sexual/gender-based misconduct will not be tolerated. The University will actively and expeditiously investigate any allegation of sexual/gender-based misconduct and if it is determined that misconduct has occurred, the University will take appropriate disciplinary action. Allegations of sexual harassment, other than allegations against a student for sexual/gender based misconduct addressed in this policy, will be investigated pursuant to the process outlined in “The University Procedure” section of the Kutztown University Sexual Harassment Policy and Procedures (KU Policy DIV-007).

This document contains important policy information about the following:

- Title IX Coordinator
- Sexual/Gender Based Misconduct
- Consent to Sexual Activity
- The Importance of Preserving Evidence
- Rights of Complainants
- Rights of Respondents
- University as Complainant
- Reporting Incidents
- Requesting Accommodation & Interim Measures
- Responsible Employees
- Retaliation
- Student Conduct Process for Sexual/Gender Based Misconduct
Chapter 2: Student Conduct & Regulations

- Steps in the Student Conduct Process
- Privacy of the Student Conduct Process
- Sanction Guidelines for Sexual/Gender-Based Misconduct
- Federal Statistical Reporting Obligations
- Federal Timely Warning Reporting Obligations
- Sexual Violence: Risk Reduction Tips and Strategies

Title IX Coordinator

Pursuant to Title IX requirements, the University’s Title IX Coordinator is Mr. Jesus A. Peña, Esq., and the Deputy Title IX Coordinator is Ms. Jacqueline Fox, Esq. The role of the Title IX Coordinator and Deputy Title IX Coordinator is to oversee investigations involving sexual/gender-based offenses against students and to ensure University-wide compliance with Title IX. The offices of the Title IX Coordinator and Deputy Title IX Coordinator are located in the Office of Social Equity, Old Main A Wing, and either may be reached at 610-683-4700 or at socialequity@kutztown.edu.

The University’s Title IX Coordinator shall be kept informed of the proceedings and serve as a resource during the student conduct process. The Dean of Students Office shall provide the University’s Title IX Coordinator information containing, but not limited to, the disposition of the student conduct process, hearing, sanction(s), and/or decision(s) on appeal, if any.

Sexual/Gender Based Misconduct

Kutztown University prohibits all forms of sexual/gender-based misconduct, which include the following:

1. Non-Consensual Sexual Intercourse:

   Non-consensual sexual intercourse (or attempts to commit the same) includes all acts involving any penetration of a bodily cavity with a foreign object, tongue, digit, or genitalia, however slight, by a person upon another person, without consent and/or by physical force. Non-consensual sexual intercourse occurs when imposed under any of the following circumstances:

   a. When the complainant is incapable of giving legal consent for mental, developmental, or physical reasons and this fact is known or reasonably should have been known by the person committing the act; or

   b. When the act is committed without the person’s explicit consent or is against the person’s wishes. Non-consensual sexual intercourse incorporates any or all of the following: the use of force, threat, intimidation, coercion, duress, violence, or by causing a reasonable fear of harm; or

   c. When the complainant is incapable of consenting because of incapacitation as a result of alcohol and/or drug consumption or unconsciousness at the time of the act, and this fact is known or reasonably should have been known by the person committing the act.

2. Non-Consensual Sexual Conduct:

   a. Sexual Assault: Sexual assault (or attempts to commit the same) is the imposition of non-consensual sexual conduct (excluding non-consensual sexual intercourse) however slight, with any object, by a person upon
another person, without consent and/or by physical force. It includes, but is not limited to caressing, fondling, or touching a person’s genitalia, buttocks, or breasts. It shall also be considered sexual assault when the complainant is compelled to caress, fondle, or touch the respondent’s genitalia, buttocks, or breasts.

b. **Sexual Contact**: Any non-consensual, intentional bodily contact (or attempts to commit the same) in a sexual manner, though not involving contact with/ of/by breasts, buttocks, groin, genitals, mouth or other orifice, however slight, with any object, by a person upon another person, without consent and/or by physical force.

3. **Sexual Harassment**:

Any prohibited behavior defined under the Kutztown University Sexual Harassment Policy (DIV-007). Sexual advances, requests for sexual favors, and/or other verbal or physical conduct that is pervasive or severe and objectively offensive may constitute sexual harassment when:

a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement; or

b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or

c. such conduct has the effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

4. **Sexual Exploitation**:

Taking non-consensual sexual advantage of another: Sexual exploitation includes, but is not limited to, prostituting another student, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over another person, the non-consensual recording, photographing, or transmitting of identifiable images of private sexual activity and/or intimate body parts (including genitalia, groin, breasts or buttocks), knowingly allowing another person to surreptitiously watch otherwise consensual sexual activity, engaging in non-consensual voyeurism, knowingly transmitting or exposing another student to sexually transmitted infection or diseases without the knowledge of the student, exposing one’s genitals in non-consensual circumstances or inducing another to expose their genitals, and sexually based stalking and/or bullying.

5. **Dating Violence, Domestic Violence, Stalking or Other Related Behaviors**:

a. **Dating Violence**: Violence by a person who is or has been in a romantic or intimate relationship with the complainant. Whether such a relationship exists will be gauged by the length, type, and frequency of interaction between the complainant and respondent.

b. **Domestic Violence**: Violent offenses committed by the complainant’s current or former spouse, the complainant’s current or former cohabitant, a person similarly situated under domestic or family violence laws, or anyone else against an individual protected under domestic or family violence laws.
b. **Stalking**: The repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and safety of another person that has the effect of intimidating another person. Other related behaviors, such as harassment, physical abuse, threats, intimidation, or bullying that fall under the Harm to Others standard or other standards of Student Code of Conduct may be applied in addition to any of the above offenses.

**Consent to Sexual Activity**

**Consent**: Consent to sexual activity, known as effective consent, is words or actions indicating permission to engage in mutually agreed upon sexual activity. Effective consent must be informed, voluntary and represented clearly by actions or words. Effective consent to sexual activity may not: be gained by force, the threat of force, coercion or intimidation; be gained when a person is incapacitated as a result of physical (i.e. substance use) or developmental conditions and that fact is known or should reasonably be known by another; or as otherwise defined under the definition of Non-Consensual Sexual Intercourse.

- Consent to sexual activity may be withdrawn at any time.
- Consent to one form of sexual activity does not equate consent to another form of sexual activity.

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

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

**Incapacitation**: A person cannot consent if he/she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “No.”
The Importance of Preserving Evidence

If a complainant goes to the hospital, local or campus police may be called, but the complainant is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a complainant but will not obligate the complainant to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the complainant decide later to exercise it.

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault or rape must be collected from the complainant’s person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe someone has sexually assaulted you, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The nearest hospital to the University with a SANE (Sexual Assault Nurse Examiner) is Reading Hospital & Medical Center. The hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

The HEART at KU program (Healing Environment Response Team; call 844-789-SAFE or text “SAFE BERKS” to 20121) under the direction of SafeBerks, is available on call 24 hours a day, 7 days a week. Services provided by HEART at KU & SafeBerks are available to all people who have been sexually assaulted and/or who have suffered relationship violence. Public safety, residence hall staff, or health center nurses are able to assist you in contacting these advocates. HEART advocates can:

- Offer support to the complainant (if requested) during initial interviews by police on campus
- Accompany the complainant to the hospital for testing and treatment, if needed, or decide to have SafeBerks meet the student at the hospital to offer support during testing
- Distribute resource information concerning referral services available to the complainant and offer information concerning access to those services

Rights of Complainants

The following rights of a complainant in sexual/gender-based misconduct will be afforded in all University student conduct procedures:

1. Report sexual/gender-based misconduct to the Kutztown University Department of Public Safety and Police Services, the Dean of Students Office, Title IX Coordinator, and/or local police for adjudication in both or either jurisdiction. A complainant is encouraged, but not required, to report allegations of sexual misconduct, dating violence, domestic violence or stalking to the Department of Public Safety and Police Services and/or off-campus law enforcement.

2. Receive consideration for amnesty for conduct violations (i.e. alcohol policy) related to the same incident in question;
3. Provide input on whether or not to move forward with Student Code of Conduct charges and/or participate in a hearing;

4. Have every effort made to respect a student’s privacy;

5. Contact supportive agencies such as a rape crisis center;

6. Be free from intimidation or harassment by the alleged respondent or others;

7. Request a change of on campus living, working and/or transportation arrangements, academic schedules and/or other schedules and/or those of the respondent, if reasonably available, by the Dean of Students Office and/or Title IX Coordinator;

8. Have a “no-contact” and/or “stay away” directive issued to one or both parties of a complaint by Dean of Students Office and/or Title IX Coordinator;

9. Select an advocate of choice to accompany the student through all University student conduct processes;

10. Protection against discussion of non-relevant, past sexual history during the hearing;

11. Have the option to remain physically present during the entire student conduct hearing and participate fully in the hearing, including the opportunity to present evidence and witnesses;

12. Be informed simultaneously, in writing, of the outcome of the hearing, the potential for appeal by either party, the final disposition of appeal, if applicable, and when the results become final;

13. Have the case decided by the preponderance of evidence (i.e. it is more likely than not the sexual offense occurred);

14. Make up any academic work missed while participating in student conduct or criminal proceedings related to the incident in question.

When filing a complaint, the complainant will receive a copy of this policy, which sets forth the rights and procedures governing complaints. The process for addressing complaints against a student under this policy is governed by the student conduct procedures defined in the Document on Student Rights & Welfare and incorporates specific provisions of this policy specific to sexual/ gender-based offenses.

Rights of Respondents
Consistent with the rights of students charged with student misconduct as defined and enumerated in Article IV of the Document on Student Rights & Welfare, the respondent is also entitled to select an advocate of choice to accompany him/her through all University student conduct processes. Respondents have the right to participate fully in the hearing, present evidence and witnesses during the hearing, and be informed of the outcome of the hearing, the potential for appeal by either party, the final disposition of appeal, if applicable, and when the results are final. When responding to a complaint, the respondent will receive a copy of this policy, which sets forth the
rights and procedures governing such complaints. The process for addressing complaints against a student under this policy is governed by the student conduct procedures defined in the Document on Student Rights & Welfare and incorporates provisions of this policy specific to sexual/gender-based offenses.

University as Complainant
In some cases in which a complainant chooses not to pursue charges of sexual/gender based misconduct against a student, the University may elect to proceed as the complainant, based upon the circumstances of a particular case. In such instances, the University may pursue charges without the complainant’s agreement or cooperation.

Reporting Incidents
When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices about reporting incidents of sexual misconduct, dating violence, domestic violence or stalking. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. In cases where the sexual/gender-based misconduct is reported, the Title IX Coordinator, Dean of Students Office and/or other appropriate university official will conduct a prompt, impartial, good faith investigation concerning the allegations.

In cases where students who desire that details of an incident be kept confidential, students may speak with on- or off-campus mental health counselors, or off-campus rape crisis resources who can maintain confidentiality. Conversely, reports submitted to and/or received by the Title IX Coordinator or other responsible employee will include the identity of those involved including the identity of the complainant for the appropriate follow up and investigation (See Responsible Employees section below). Counselors are available to help a student and can be seen on an emergency basis (during a crisis). Confidentiality only applies when the counselor is licensed and acting in his or her professional capacity when speaking with the complainant. In addition, a student may speak on- and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

How/Where to Report an Incident
Students are encouraged to report sexual/gender-based misconduct (non-consensual sexual intercourse, non-consensual sexual assault, non-consensual sexual contact, sexual harassment, sexual exploitation, and/or dating violence, domestic violence and stalking) to the Department of Public Safety and Police Services immediately either by the individual or through a University staff member for criminal investigation and/or reporting.

Students are also encouraged to report sexual/gender-based misconduct (non-consensual sexual intercourse, non-consensual sexual assault, non-consensual sexual contact, sexual harassment, sexual exploitation, and/or dating violence, domestic violence or stalking) to the Dean of Students Office and Title IX Coordinator for an administrative investigation.

University employees should immediately report information regarding any sexual/gender-based misconduct (non-consensual sexual intercourse, non-consensual sexual assault, non-consensual sexual contact, sexual harassment, sexual exploitation, and/ or dating violence, domestic violence or stalking) to the Department of Public Safety and Police Services and to the Title IX Coordinator.

To file a report concerning sexual or gender-based misconduct involving students, use the following online form or contact one of the offices below:
Sexual Misconduct & Intimate Partner Violence Report Form:
  - The report form is also available at [www.kutztown.edu/studentconduct](http://www.kutztown.edu/studentconduct)

**Public Safety & Police Services**
Old Main, B wing (Basement Level)
Emergencies: 610-683-4001
Non-Emergencies: 610-683-4002
[www.kutztown.edu/publicsafety](http://www.kutztown.edu/publicsafety)

**Dean of Students Office**
Stratton Administration Center 119
610-683-1320
[www.kutztown.edu/studentconduct](http://www.kutztown.edu/studentconduct)

**Title IX Coordinator**
Office of Social Equity
Old Main, A Wing
610-683-4700
[www.kutztown.edu/socialequity](http://www.kutztown.edu/socialequity)

**What Happens After I Report an Incident?**
The complainant will be informed of medical services, counseling services and advocacy services available both on- and off-campus by Public Safety and Police Services. The complainant may have another person accompany him/her through the process. Kutztown University Department of Public Safety and Police Services employees should notify complainants of their right to file an administrative Title IX sex discrimination complaint with the University in addition to, and independent of, the criminal complaint. The University’s student conduct and Title IX investigation is different from any law enforcement investigation, and a law enforcement investigation does not relieve the University of its independent Title IX obligation to investigate a complaint.

Upon receiving a complainant, the Dean of Students Office will provide a copy of this policy to the complainant and review the student’s rights in sexual/gender-based misconduct investigations including support/advocacy services and interim measures that may need to be implemented. The Dean of Student’s Office will also advise both parties on the investigation/student conduct process including the rights of both parties.

The Office of Social Equity will respond to questions about, or allegations of, sexual harassment by persons who are in authority over a student such as a faculty member, staff, or employer.

Absent unusual circumstances, within sixty (60) to ninety (90) days of a complaint of a sexual/gender based misconduct being filed, the Dean of Students Office, in the case of allegations against a student for sexual/ gender based misconduct, or the Title IX Coordinator, in the case of allegations against a non-student employee or off campus vendor for sexual/gender based misconduct, will attempt to conclude the student conduct process/investigation and will notify the parties that there has been an outcome to the complaint. An individual
may also contact the Department of Education’s Office of Civil Rights for additional information regarding Title IX at: www.ed.gov/about/offices/list/ocr/index.html.

**Requesting Accommodations & Interim Measures**

Even if you do not choose to report (i.e., to off campus police or Kutztown University Public Safety and Police Services), there are options available to you, if requested and reasonably available. As noted in the Rights of Complainant section of this policy, students may request living, academic, working, and/or transportation accommodations through the Dean of Students Office or the Office of Social Equity. Students may also request additional protective interim measures such as a “no contact” order which is enforceable under the Student Code of Conduct. If a student meets with an intake officer in the Dean of Students Office these options will be reviewed with the student at that time but may also be requested by directly contacting the following offices:

Dean of Students Office  
119 Stratton Administration Center  
Phone: 610-683-1320  
Web: [http://www.kutztown.edu/studentconduct](http://www.kutztown.edu/studentconduct)

Title IX Coordinator  
Office of Social Equity  
Old Main, A Wing  
Phone: 610-683-4700  
Web: [http://www.kutztown.edu/socialequity](http://www.kutztown.edu/socialequity)

**Responsible Employees**

Pursuant to Title IX, “responsible employees” must report incidents of alleged sexual violence, domestic violence, dating violence, and/or stalking to Public Safety and the Title IX Coordinator. A “responsible employee” is any employee who:

1. Has the authority to take action to redress sexual violence;
2. Has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or
3. A student could reasonably believe has this authority or duty.

Pursuant to University policy, all Kutztown University employees are considered “responsible employees” consistent with the above. Exceptions to the reporting requirement are pastoral counselors and licensed campus professional counselors acting in their capacity as such and certified Heart at KU volunteers while on call. When a university “knows or reasonably should know” sexual violence has occurred, the university must investigate and take immediate action to eliminate sexual violence, prevent the recurrence of sexual violence, and redress the effects of sexual violence.²

**Retaliation**

It is a violation of the Student Code of Conduct and university policy to retaliate against any person making a complaint of sexual or gender-based misconduct or against any person cooperating in the investigation, including witnesses, of any allegation of such misconduct. Retaliation is defined as any adverse action that causes a tangible academic or employment detriment to an individual for engaging in a protected activity. Retaliation may include but is not limited to intimidation, threats, harassment, and other adverse action threatened or taken against any
such complainant or third party. Retaliation should be reported immediately to the Title IX Coordinator and/or the Dean of Students Office.

The University will take appropriate steps to protect the complainant and any witnesses from retaliation by the respondent. The respondent will be informed not to retaliate against the complainant in any way, nor against any other person connected to the complaint, as that action may result in a separate disciplinary action. Further, the respondent will be informed he/she is not to communicate directly with the complainant regarding the sexual/gender-based misconduct claim as this may be perceived as an attempt to discourage the complainant from pursuing the complaint.

Student Conduct Process for Sexual/Gender Based Misconduct

The process for filing charges against a student by a University community member as well as the process and rights of students responding to an allegation of student misconduct, including sexual/gender based misconduct, is defined in the Document on Student Rights and Welfare (DSRW) as published in the student handbook, The Key (www.kutztown.edu/thekey). The DSRW defines in detail the procedural due process guarantees and rights of the respondent, the student conduct hearing process and the appeal process available to both parties. Additional rights of students in cases of sexual/gender-based offenses are enumerated above and are designed to ensure both parties have access to the same rights in such cases including the right to an advocate, right to appeal and the right to be present and fully participate in a student conduct hearing. In addition to regular training provided to conduct boards and hearing officers, specific training regarding the adjudication of sexual/gender-based misconduct cases and this policy will also be provided to hearing authorities.

There shall be no attempt at mediation to resolve complaints alleging sexual violence such as non-consensual sexual intercourse, non-consensual sexual assault, stalking, dating violence, or domestic violence.

In campus hearings, legal terms like “guilt” and “innocence” are not applicable, but the university never assumes a student is in violation of university policy. The university will consider the concerns and rights of both the complainant and the respondent. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources. The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety.

Steps in the Student Conduct Process

• Once an incident is reported to the Dean of Students Office, initial outreach will be sent within approximately 1-3 business days inviting the complainant to schedule an intake meeting to provide policy and resource information.
• At an intake meeting, the complainant will be provided a copy of this policy, advised of available support services and informed of their rights. Additionally, the following information will be reviewed:
  - Any immediate safety needs of the complainant
  - Appropriate referrals to medical care, depending on when the crime was reported.
  - Assist the complainant with reporting sexual or gender-based violence to the Department of Public Safety and Police Services and/or local police, if requested.
  - Information regarding on and off campus mental health and advocacy services.
Information about advocacy and support services available through the Healing Environment And Response Team (HEART) through SafeBerks.

Options for living, academic, transportation, and/or working accommodations.

Options for interim measures including if a “no contact” directive should be issued which would be applicable to both parties.

The need to implement other interim measures such as facility restrictions and/or interim suspensions, as appropriate.

Review the student conduct process, including input from the complainant regarding moving forward with student conduct charges and/or to participating in an investigation and/or student conduct hearing.

In most instances where an investigation is required or requested by the complainant, a notice of investigation will be sent to the respondent within 1-5 business days from when the complaint was filed.

Upon completion of the investigation, a report will be provided to the Title IX Coordinator in approximately 15-20 business days for review and approval of charges.

Upon Title IX Coordinator review, both parties to the complaint will be notified of next steps. If charges are warranted, both parties will meet separately with a case officer at a preliminary briefing within 2-7 business days.

At separate preliminary briefings, the respondent and complainant will be provided an opportunity to review the investigation report. The respondent will have the opportunity to accept or deny the allegations; the complainant will be informed of the respondent’s response to the charges.

If the respondent accepts responsibility for the alleged student conduct violations at the preliminary briefing, the student will be issued sanctions and both parties will be simultaneously notified of the outcome, in writing, within approximately 2-5 business days.

If the respondent denies responsibility for any or all of the alleged student conduct violations at the preliminary briefing, a hearing will be scheduled and all parties will be notified of a hearing date in writing in approximately 2-5 business days.

Absent unusual circumstances, a hearing will occur in approximately 10-15 business days from the date of scheduling. At the hearing, both parties to the complaint will have equal opportunity to present information, question witnesses and have an advocate of choice attend the hearing. With respect to questioning, “Direct questioning of complainant and respondent by either party will not be permitted.” In such cases, questioning is permitted but will be directed to and facilitated by the conduct board. The university also retains the discretion to provide accommodations of its own hearing procedures when it concludes that the accommodation is warranted by the situation.

Following the hearing, the university will simultaneously inform the complainant and respondent, in writing, of the outcome of the hearing within approximately 5-10 business days from the hearing date.

Both the respondent and complainant will be provided information regarding their right to appeal within 5 business days from the date of the notification. If an appeal is submitted by one party, the other party will be notified and provided an opportunity to review the appeal and submit a response as part of the appeal process.

Regardless of the outcome, the university will enforce the retaliation policy of the Sexual/Gender Based Offenses Policy and Student Code of Conduct as well as any on-going interim measures (e.g. no contact orders) that remain in place.

3Document on Student Rights & Welfare, Article IV.H.5
Privacy of the Student Conduct Process
In the interest of maintaining and respecting the privacy of participants in cases of sexual/gender-based misconduct, only parties to the complaint (i.e. complainant, respondent, witnesses, etc.) and third parties expressly permitted by University policy (i.e. advocates) will participate in the student conduct process/investigation. Details of the complaint, as well as the names of the individuals connected to the student conduct process/investigation, will be disclosed only as required or permitted by law or University policy.

Kutztown University neither encourages nor discourages the further disclosure of the notice of the final outcome of the student conduct process/investigation by either the complainant or the respondent in cases of sexual/gender-based misconduct.

Sanction Guidelines for Sexual/Gender Based Misconduct
The determination of a sanction for a sexual/gender-based offense should be proportionate to the severity of the violation in question. Consistent with the Document on Student Rights & Welfare (Article IV.I.11), consideration of a student’s previous disciplinary history may also be considered a factor in sanctioning, if such a record exists. Non-consensual sexual intercourse is considered an egregious violation; therefore, suspension or dismissal of a student found responsible for such a violation is an option in all sanctioning determinations or recommendations by authorized hearing authorities and University officials. Given the wide range of violations under non-consensual sexual conduct, sexual harassment, dating violence, domestic violence or stalking, broader sanction parameters will be considered including but not limited to, disciplinary probation, deferred suspension, suspension or dismissal. All sanctions for student conduct cases, including sexual/gender-based misconduct, are incident and student specific and not considered proscriptive.

Federal Statistical Reporting Obligations
Certain campus officials have a duty to report sexual/gender-based misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but information must be passed along to campus law enforcement for publication in the annual Campus Security Report. The information to be shared includes the date, the location of the incident, and the type of incident. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. This reporting protects the identity of the complainant and may be done anonymously. Additional information regarding Clery Act reporting or the annual Campus Security Report may be found online at: www.kutztown.edu/clery.

Federal Timely Warning Obligations
Complainants of sexual/gender-based misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. If such notice is required, the university will not disclose a complainant’s name or other identifying information while still providing enough information for community members to make safety decisions in light of the danger.
Sexual Violence: Risk Reduction Tips and Strategies

With no intention to blame the complainant, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid a non-consensual sexual act being committed against you are also offered:

1. If you have limits, make them known as early as possible.

2. Tell a sexual aggressor “NO” clearly and firmly.

3. Try to remove yourself from the physical presence of a sexual aggressor.

4. Find someone nearby and ask for help.

5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.

6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help reduce your risk for a complaint of sexual misconduct being made against you:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.

2. Understand and respect personal boundaries.

3. Don’t make assumptions about consent; about someone’s sexual availability; about whether a person is attracted to you; about how far you can go or about the person’s physical and/or mental ability to consent. If there are any questions or ambiguity then you DO NOT have consent.

4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.

5. Don’t take advantage of someone’s drunkenness or drugged state, even if the state is self-inflicted.

6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.

7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Academic Honesty – Undergraduate Students (ACA-027)

A. Purpose

The purpose of this policy is to define the procedures and penalties for academic dishonesty for undergraduate students.

Kutztown University is committed to the personal and intellectual growth of its students. The principal context in which this growth occurs is the University’s courses, and the educational process depends upon an open and honest atmosphere of positive cooperation between faculty and students. In order to maintain this atmosphere, instructors must evaluate the academic performance of students fairly and students must demonstrate their mastery of subject matter honorably. Any acts of academic dishonesty by students, such as plagiarism on written papers or cheating on exams, threaten to undermine the educational and ethical goals of the University for its students. Such violations are of the utmost seriousness. The goal of the following policy and procedures is to promote a climate of academic honesty at the University.

B. Scope

This policy applies to all undergraduate students.

C. Key words and phrases:

GPA – stands for grade point average.
CGPA – stands for cumulative grade point average.

D. Policy & Procedure(s)

Definitions of Academic Dishonesty

Academic dishonesty is any action that constitutes a violation of the Academic Honesty Policy and includes, but is not limited to, the following:

1. Providing or receiving unauthorized assistance in coursework, examinations, or lab work.
2. Using unauthorized notes, materials, and devices during examinations or quizzes.
3. Plagiarizing or representing someone else’s words, either spoken or written, ideas, formulas, solutions, or data as one’s own work.
4. Presenting material to fulfill course requirements that was researched or prepared by others (such as commercial services) without the knowledge of the instructor.
5. Fabricating or falsifying information, including, but not limited to research findings, data, or statistical analyses; forging signatures; or altering dates.
6. Engaging in academic misconduct such as tampering with grades or participating in the distribution and/or receipt of any part of a test before its administration.
7. Possessing or arranging for someone else to possess course examination or quiz materials at any time without the consent of the instructor.

8. Altering or adding or expanding upon answers on exercises, examinations, or quizzes after the work has been graded.

9. Making fraudulent statements, excuses, or claims to gain academic credit or influence testing or grading.

10. Taking examinations or quizzes under the identity of another person or arranging to have another person take examinations or quizzes in place of the person registered for the course.

11. Intentionally evading Kutztown University academic policies and procedures; for example, improperly processing course withdrawals, grade changes, or other academic procedures.

12. Buying, selling, stealing, or engaging in the unauthorized exchange of, or improperly acquiring and/or using, any assignments, papers, or projects.

13. Misrepresenting a mastery of subject matter in an academic project or attempt to gain an advantage by the use of illegitimate or unauthorized means, such as misrepresentation of one’s credentials.

14. Gaining unauthorized access to the computer system and/or electronic devices of Kutztown University or another person. Violations include tampering with or copying programs or data or access codes associated with coursework.

Responsibilities of the University

It is the responsibility of University officials to make undergraduate students aware of this policy. The Academic Honesty Policy – Undergraduate Students will be included in freshmen orientation, printed in the Faculty Handbook, available on the Policy Register, and printed in The Key, the student handbook. University officials will take advantage of other opportunities to publicize the University’s commitment to academic honesty.

Responsibilities of Students

1. It is the responsibility of students to be aware of this policy and abide by it at all times. Lack of familiarity with this policy does not excuse students from their responsibilities under this policy.

2. Students accused of academic dishonesty must meet the time deadlines specified in the procedures set forth below or they will forfeit their rights to a formal hearing and to appeal a sanction.

3. Students who observe or have knowledge of acts of academic dishonesty are encouraged to bring the information to the attention of their instructors or to officials of the University. Students should be willing to testify concerning these matters if subsequent formal hearings result.

4. Students have the right to participate, as complainants or as co-complainants with the instructor, in bringing charges of academic dishonesty against other students.

5. Students should review instructors’ course syllabi for sections dealing with academic dishonesty for information on what style sheets or standards manuals to use, etc. Students should always seek clarification of the instructor’s expectations for the course. Instructors should set clear guidelines at the beginning of their courses for what constitutes dishonesty; ultimately, however, it is the student’s responsibility to ask for clarification.

Responsibilities of Faculty Members and Administrators

1. It is the responsibility of faculty members who become aware of acts of academic dishonesty to investigate, gather evidence, bring charges, participate in the resolution of cases that they initiate, and administer appropriate sanctions according to the policy and procedures set forth below.

2. As a preventive measure against such acts, instructors are strongly encouraged to inform students at the beginning of each course that they intend to uphold this policy.
3. In addition, whenever there is a potential for ambiguity as to how the policy applies to specific course activities and assignments, instructors should explain clearly to students what procedures, activities, and resources are allowed.

4. Administrators who become aware of breaches of the Academic Honesty Policy – Undergraduate Students may bring charges or participate, as co-complainants, in bringing charges of academic dishonesty.

5. Administrators and faculty members must ensure that students accused of academic dishonesty who intend to request a formal hearing in order to contest the allegations may continue to attend class in a course in progress pending resolution of the case.

6. If the course in question ends before the case is resolved, the faculty member will submit a grade of “NG” (no grade), that will be replaced with the appropriate grade upon resolution of the case.

7. When in the opinion of the instructor the act of academic dishonesty cannot be resolved within the framework of the course, the instructor should pursue the procedures outlined below.

Sanctions
One or more of the following sanctions may be imposed upon a student who commits a single act or multiple acts of academic dishonesty. The determination of the sanctions to be imposed depends on the severity of the offense or offenses. In the event that a student agrees to accept the charges made by the course instructor using the informal process or loses an appeal through the formal resolution process, the course instructor will administer either the first or second sanction below. In the event that the current offense represents a second or multiple offense or the current single offense is of such severity, the Undergraduate Academic Honesty Committee may recommend (after a formal hearing) suspension or dismissal from the University. Such a dismissal or suspension may mean the loss of all academic credits earned during the semester in which the most recent offense occurred in accordance with University policy. No course grade where a penalty for academic honesty has been assessed can be appealed under the University’s Grade Appeal Policy.

1. The student may be given a grade-reduction penalty within the course in which the act occurred and/or be required to fulfill additional academic requirements within the course at the discretion of the instructor. The grade reduction may encompass one portion of a course (such as a particular assignment or exam) or apply to the entire course (such as dropping the student one letter grade).

2. The student may be given a failing grade of “F” for the course. Instructors have the right to assign such a grade for any instance of academic dishonesty, and the student may not withdraw from the course in order to avoid this penalty.

3. The student may be temporarily suspended from enrollment at the University.

4. The student may be permanently dismissed from enrollment at the University.

Procedures
No sanction for academic dishonesty may be imposed upon a student without following the procedures established in this policy.

Students accused of academic dishonesty in the context of a course in progress who intend to request a formal hearing in order to contest the allegations may continue to attend the class in question until the case is resolved. If
the course in question ends before the case is resolved, the instructor shall submit a grade of “NG” (no grade), that will be replaced with the appropriate grade upon resolution of the case.

The term “class days” as used in this policy refers to days when classes are officially scheduled at the University during the Fall and Spring semesters and during the Summer and Winter sessions. Thus, final exam days, holidays, recesses, and breaks are excluded. The term “week” refers to any period of time spanning five class days. Formal hearings are only held during the Fall and Spring semesters. If a case is not resolved by the end of the course in which the alleged violation occurred, then the matter is continued to the following Fall or Spring semester.

If a violation is discovered after the instructor of the course is no longer employed by the University or if the time deadlines for a case extend beyond the period of employment of the instructor, then the chair of the department in question or the chair’s designee may substitute for the instructor in the procedures associated with this policy.

The Informal Resolution Process

The informal resolution process applies to situations when the instructor believes that an alleged act of academic dishonesty can be resolved within the course by enforcing either the first or second sanction, that is, where the maximum penalty sought by the instructor is no greater than failure in the course with a grade of “F.” Instructors are urged to confer with or at least inform the chair of the department in question about any charges of academic dishonesty.

1. **Arranging the initial meeting between the instructor and the student.**
   Within two (2) weeks of when the instructor first becomes aware of an instance of academic dishonesty in the course, the instructor shall inform the student that the student must meet with the instructor to discuss the incident.

2. **The initial meeting and filling out the Academic Dishonesty Report Form – Undergraduate Students.**
   The meeting between the instructor and the student shall occur within one (1) week after the instructor calls for it and shall be confirmed by email. Before or during the meeting, the instructor shall fill out the appropriate sections of the Academic Dishonesty Report Form – Undergraduate Students (including the proposed sanction) and give it to the student during the meeting. The instructor should retain a copy of the completed form. While the instructor and the student may wish to discuss the case and its resolution at this meeting, no lengthy discussion is required. Even if the case eventually results in a formal hearing, the instructor shall not impose a sanction any stronger than the proposed sanction on this form.

   If the student does not appear for the scheduled meeting, the instructor dates and files the completed form with the Registrar, noting that the student failed to show up for the meeting. If the meeting is not rescheduled by the student within three (3) days of the original specified meeting day, then the student forfeits the student’s right to a formal hearing or appeal, the process is over, and the instructor is permitted to enforce the proposed sanction.*

   *In the event that a face-to-face meeting is not possible (e.g., unavailability of instructor, online course), correspondence by email would serve in place of completion of the form.
An email, using a KU email account, copying the student, Registrar, dean of the college, and department chair is sent by the instructor and will count as a signature.

3. The student’s completion and signing of the Academic Dishonesty Report Form – Undergraduate Students.

The student must sign, date, and return the Academic Dishonesty Report Form – Undergraduate Students to the instructor within three (3) class days of the initial meeting. Failure to do so means that the student forfeits the student’s right to a formal hearing or appeal, the process is over, and the instructor is permitted to enforce the proposed sanction.

There are two (2) options for the student when signing. By signing under Option #1, the student admits the violation and waives the student’s right to a formal hearing or appeal on the matter. In that event, the process is over, and the instructor is permitted to enforce the proposed sanction.

By signing under Option #2, the student indicates that the student has been informed of the accusations and intended sanction, but has not admitted to committing a violation or disagrees with the proposed sanction. Signing under Option #2 reserves the student’s right to request a formal hearing by hand-delivering a letter to the Registrar within one (1) week of the student’s date on the Academic Dishonesty Report Form – Undergraduate Students. Failure to do so means that the student forfeits the student’s right to a formal hearing or appeal, the process is over, and the instructor is permitted to enforce the proposed sanction.

4. Reports and record keeping.

When the instructor receives the signed Academic Dishonesty Report Form – Undergraduate Students from the student, the instructor shall make three copies: one for the instructor, one for the student, and one for the dean of the college in which the course is being taught. The original form, along with any relevant documentation, shall be hand-delivered to the Registrar within one (1) week of receiving the form from the student.

If the student does not return the form within the three (3) day limit, then the instructor will note the failure to meet that deadline on the copy of the Academic Dishonesty Report Form – Undergraduate Students that the instructor retained from the initial meeting. The instructor then re-signs and dates that notation on the form. The instructor then makes three (3) copies: one for the instructor, one for the student, and one for the dean of the college in which the course is being taught. The original copy of the form, along with any relevant documentation, shall be hand-delivered to the Registrar within one (1) week of the date when the student returns the form to the instructor. As stated above, the process is over and the instructor is permitted to enforce the proposed sanction.

The original copies of these Academic Dishonesty Report Forms – Undergraduate Students where students admitted to a violation by signing under Option #1, failed to meet with the instructor, or failed to meet the three-day deadline to return the signed form to the instructor shall be kept by the Registrar. These records are to be kept by the Registrar as evidence to be used in the event of future academic dishonesty violations by the same student. These records also may be used to tabulate anonymous statistical information.
If the student in question is eventually suspended or dismissed from the University, these records shall be kept permanently (sanction #4). If a student is suspended from the University, these records are expunged after a six-year period (sanction #3). Otherwise, student records and all copies (sanctions #1 and #2) are destroyed two (2) years after the student graduates or leaves the University.

5. The student has ten (10) calendar days from the date the student was notified of the alleged academic dishonesty to request a formal hearing if the student misses the deadline to appear for a scheduled meeting, does not reschedule the meeting within three (3) days, or fails to return the Academic Dishonesty Form – Undergraduate Students within three (3) days.

The Formal Resolution Process

1. Initiation of the Formal Resolution Process.

The Formal Resolution Process may be initiated by instructors, complaining students, or the Registrar.

   a. An instructor may initiate the Formal Resolution Process when the instructor, preferably in consultation with their department chair, seeks a sanction greater than failure in the course with a grade of “F” or the student involved was not enrolled in the course in question. In such cases, the instructor shall initiate the charges by submitting an Academic Dishonesty Form – Undergraduate Students along with supporting evidence to the Registrar within two (2) weeks of becoming aware of the violation.

   b. A responding student, who signed the Academic Dishonesty Report Form – Undergraduate Students under Option #2, may initiate the Formal Resolution Process when the student wishes to dispute the accusation(s) or sanction(s) described by the instructor on the form. In order to do this, the student must submit a written request for a formal hearing to the Registrar within one (1) week of the date given next to the student’s name on the Academic Dishonesty Report Form – Undergraduate Students. The request must explain the nature of the student’s disagreement with the charges or sanctions. Copies of the student’s request shall be sent to the instructor and the dean of the college by the Registrar as soon as the request for a formal hearing is received.

2. Preliminary briefing of the principals by the Registrar.

The principal participants, or principals for short, in a case are defined to be students accused of academic dishonesty and those who have accused them either by signing an Academic Dishonesty Report Form – Undergraduate Students. If the student has requested a formal hearing, a letter with copies of the request will also be sent to the instructor and the dean. The letter will invite the student to meet with the Registrar for a preliminary briefing on the case. The responding student has one (1) week to schedule a time for such a briefing that will explain the process at the University and the student’s rights. During this same period of time, the Registrar shall also invite the instructor and any other complainants to a meeting to explain the process and the instructor’s rights and those of any other complainants.

A formal hearing of the Undergraduate Academic Honesty Committee* will be scheduled within three (3) weeks of the date of the certified letter to the student. The Registrar shall make every effort to schedule the
formal hearing at a time when all principals interested in attending can be there. Those who attend will be able to speak at appropriate times during the hearing.

*The Undergraduate Academic Honesty Committee is a six-member Senate committee, five voting members and one non-voting member. Four undergraduate faculty, one from each college, and an at-large undergraduate faculty representative will be voting members of the committee. A representative from the Registrar’s Office will be a non-voting member of the committee.

3. The Formal Hearing by the Undergraduate Academic Honesty Committee.

The Undergraduate Academic Honesty Committee shall adjudicate cases of academic dishonesty that have not been resolved by the Informal Resolution Process. The formal hearing will be conducted according to due process procedures and guidelines. The Undergraduate Academic Honesty Committee shall hear any testimony and/or review evidence relevant to the allegations. After doing so, the Undergraduate Academic Honesty Committee shall make a finding as to whether or not the student violated this policy by committing an act of academic dishonesty. All principal parties are entitled to appear at the hearing with an advisor, who may be an attorney.

The Undergraduate Academic Honesty Committee shall make a finding based on the testimony and evidence presented. The standard of evidence used in such proceedings is preponderance, therefore, a decision of responsibility will be based upon presented evidence sufficient to make a reasonable person believe that it was more likely than not a student is in violation of University policy.

Within one (1) week of the formal hearing, the Undergraduate Academic Honesty Committee shall render its decision in a written report, including recommended sanctions in the event of a responsible finding that shall be sent to the respondent, the complainant(s), the dean of the college, Registrar, and the chair of the department.

4. Appeals.

a. The First Appeal.

Any principal participant in a case may appeal the findings of the Undergraduate Academic Honesty Committee to the Provost and Vice President for Academic Affairs. The appeal must be in writing and must describe in detail the grounds for the appeal and what alternate decision is desired instead. These grounds for appeal may include such claims as denial of due process, new evidence, an erroneous finding, and an inappropriate recommended sanction of suspension or dismissal.

This appeal must be made within one (1) week of the ruling made by the Undergraduate Academic Honesty Committee. If not, the ruling of the Undergraduate Academic Honesty Committee shall be enforced. The Provost and Vice President for Academic Affairs shall deny or uphold the appeal and shall have the power to modify the recommended sanction of temporary suspension or permanent dismissal accordingly.
b. The Second and Final Appeal.
The ruling of the Provost and Vice President for Academic Affairs may be appealed in writing under the same rules as given above to the University President, or the President’s designee (who shall not be the Provost and Vice President for Academic Affairs). This appeal must be made within one (1) week of the ruling made by the Provost and Vice President for Academic Affairs. If not, the ruling of the Provost and Vice President for Academic Affairs shall be enforced. The University President, or the President’s designee (who shall not be the Provost and Vice President for Academic Affairs), may deny or uphold the appeal and has the power to modify the recommended sanction of temporary suspension or permanent dismissal accordingly. The ruling of the President, or the President’s designee, shall be final.

5. When the student is found not responsible.
Assuming the student is found not responsible, the student has the right to complete the course in question without penalty due to this unproved accusation. The student’s grade in the course should be based upon the student’s academic performance during the course and be consistent with grading procedures used for other students in the same course as if no complaint of academic dishonesty had ever been made. A student who is found not responsible of violating the Academic Honesty Policy, but who nevertheless feels penalized for it, can appeal the grade separately under the University’s Grade Appeal Policy (if the student received an “F” in the course).

6. When the student is found responsible.
If the student is found to be responsible for a violation of the Academic Honesty Policy, then the instructor of the course is permitted to assess the first or second sanctions listed in this policy, provided the sanction does not exceed the proposed sanction on the Academic Dishonesty Report Form – Undergraduate Students that the instructor may have filled out to begin the Informal Resolution Process.

When a student is found to be responsible (either by the Undergraduate Academic Honesty Committee or during the appeal process), the Registrar shall check the student’s records for earlier violations of the policy (and this policy only). If such violations exist, then the Undergraduate Academic Honesty Committee or the Provost and Vice President for Academic Affairs or the University President, depending on who made the finding for responsibility, may examine the records of the previous violation(s) and take them into account when considering the sanctions of temporary suspension and permanent dismissal from the University.

7. Filing of reports and record keeping.
As with the records of academic dishonesty in cases that are resolved by the Informal Resolution Process, the records of students found responsible through the Formal Resolution Process should be kept by the Registrar for future reference as described in Part 4 of the Informal Resolution Process above.
Student Organization Conduct Review Process

Duly registered student clubs and organizations that are accused of violating conduct standards or university regulations, on or off campus, will have the opportunity to respond to any allegation of misconduct through a review process for student organizations. Groups of students who are not registered with the Office of Student Involvement and are accused of organizational misconduct are not afforded the process outlined in this policy. Conduct standards and jurisdictional parameters defined in the Student Code of Conduct shall be used in determining if a violation by a registered student organization has occurred.

A. Report of Student Organization Misconduct

Reports of alleged student organization misconduct must be filed online via the Student Conduct website (www.kutztown.edu/studentconduct) by submitting the following online form:

- https://cm.maxient.com/reportingform.php?KutztownUniv&layout_id=0

Upon receiving an allegation of student organization misconduct submitted to the Dean of Students Office, a review of the report will be completed to determine what action should be taken including additional reporting to other university offices and/or a referral to police, if warranted. If sufficient evidence exists, student conduct charges may be issued. If after the initial review of the incident it is determined that additional information is required, an investigation into the alleged misconduct will occur.

B. Interim Measures

In some instances, a student organization will be issued a cease & desist notice that places the organization on Interim Suspension temporarily restricting the group until further notice. An Interim Suspension of a registered student organization may include a partial restriction in which the organization is limited in a specific capacity (e.g. prohibited from holding social functions, participating in specific activities, etc.) or it may include a temporary revocation of recognition as an active student organization. Under this status, the group is prohibited from conducting any activities, events, meetings or social functions. Interim Suspension notices are issued by the Dean of Students or designee, Director of Student Involvement or designee, or Assistant Vice President for Recreational Services and Athletic Resources until the Student Organization Conduct Review Process has been completed. In addition, other interim measures may be issued including a No Contact Directive, to members of a student organization towards other members of the university community in response to an adverse health and safety situation. This type of measure is enacted to help ensure a student affiliated with a student organization does not contact a particular person(s) in order to avoid any possible harassment, retaliation, or tampering with an active investigation. Failure to abide by a No Contact Directive may result in individual conduct charges filed against a student for retaliation, harassment and/or failure to comply.

C. Investigation

In cases requiring an investigation, an appropriate university official will conduct a prompt, impartial, good faith investigation concerning the allegations. Upon completion of the investigation, a written incident report or summary will be submitted detailing the alleged misconduct, supporting information and recommended charges, if applicable. If insufficient evidence exists to charge the student organization, the group will be notified and any interim measures issued may be modified, reduced or lifted, as appropriate. If sufficient evidence supports
conduct charges, the organization will be sent a Notice of Charges referring the group to the Student Organization Conduct Review Process defined below (D).

Members of student organizations are expected to cooperate in any fact-finding investigation. While students are not obligated to answer questions in an investigation, students are required to appear for any scheduled meeting, hearing or interview. Failure to participate, obstruct, intentionally mislead or interfere with an investigation will result in the organization being issued an Interim Suspension and individual Student Code of Conduct charges may also be issued as result of a student’s failure to comply.

D. Student Organization Conduct Review Process

Upon completion of an investigation, if sufficient evidence was presented, the case will move thru the Student Organization Conduct Review Process. The organization’s president or senior officer and university advisor will be sent a Notice of Charges, in writing (via email), of the alleged Student Code of Conduct violation(s) and with a specific date and time for an initial meeting with an assigned case officer. During this process the following procedure will be followed:

1. An initial meeting involving the president of the organization and case officer to review the charges and investigation report is scheduled. At this meeting representatives of the student organization may choose to accept or deny responsibility for the violation(s) in question. If additional time is needed, student organization representatives may be given three (3) to five (5) business days to enter a response.
   a. If accepting responsibility, the student organization will be provided the opportunity to make a statement about the incident for consideration by the case officer prior to issuance of sanction.
   b. If denying responsibility, a Student Organization Conduct Review hearing will be scheduled.

2. Student Organization Conduct Review hearings are conducted by a reviewing authority comprised of approximately 1-3 university representatives which may include: The Associate Dean of Students or designee, University Conduct Board Process Advisor(s), Director of Student Involvement and/or Assistant Vice President for Recreational Services and Athletic Resources.

3. A Student Organization Conduct Review hearing may be attended only by the following:
   a. The designated case officer(s) or university complainant.
   b. The investigator if other than the case officer or university complainant.
   c. Two (2) representatives of the student organization one of whom must be an officer of the registered student organization such as the President or Vice President. Other members of the student organization, unless specifically called to the review, may not attend the proceeding. Student organizations that do not have representatives appear for their review will have their case heard without the benefit of their participation and a decision made based on the presented evidence.
   d. The official university advisor of the registered student group. It is the student organization’s responsibility to request the presence of their advisor and to notify the advisor of the date and time of the review. Advisors are not direct participants in the review meeting but can advise their organizations, in private, as reasonably necessary.
4. The case officer, university complainant or investigator will review the investigation report.

5. The student organization’s representatives are invited to present a response to the investigation report and/or present any new evidence or information regarding the allegations contained in the report or introduced at the review meeting.

6. The reviewing authority may ask questions to the parties in attendance regarding the incident, investigation report or new information presented during the review.

7. After the review process is completed, the reviewing authority may: rule on the decision immediately, further deliberate on the case, or decide additional investigation is warranted.

8. Upon examination of the available evidence including any follow up or supplemental investigation, the reviewing authority will make one of the following decisions, for each charge, based upon the preponderance standard of evidence:
   a. The student organization is found not responsible.
   b. The student organization is found responsible and a sanction is imposed.
   c. The case is dismissed.

9. Any sanction levied against a student organization, if necessary, is done so organizationally. Individual student behavior and sanctions may be referred to the student conduct system separately consistent with the Document on Student Rights & Welfare and the Student Code of Conduct.

10. A report of the decision will be made, in writing, within a reasonable period of time, approximately 5 to 10 business days, by the hearing authority to the President or designee of the student organization. A copy may be sent to university officials who have a legitimate educational interest to know the outcome of the hearing or sanction imposed including the Office of Student Involvement and/or Office of Recreational Services as the designated oversight authority of registered student organizations.

E. Sanctioning

1. Sanctions

   The appropriate reviewing authority, upon determining a duly recognized student organization, club or group has, in fact, been found to be responsible for violating a University conduct standard, shall impose one or more of the following sanctions. These sanctions are not progressive in nature and may be applied as warranted.

   a. Disciplinary Reprimand: Issued when a student organization has violated university policy and its conduct is deemed to be unsatisfactory to the degree that the university makes a record of the incident and warns the student organization against repetition of similar behavior.
b. Educational Activities: The required participation in a specified activity, service project, community service, educational/training program, event, assignment or other educational and/or restorative assignment or activity.

c. Restitution: The student organization is required to make payment for replacement or repair for damages to public or private property.

d. Disciplinary Probation: A serious form of reprimand issued for a specified period of time not to exceed two (2) years which indicates to a student organization that future violations of university regulations will result in deferred suspension, suspension or loss of recognition. Under this sanction the hearing authority may further limit the student organization as deemed appropriate.

e. Deferred Suspension: The most serious level of disciplinary sanction short of loss of recognition for a student organization issued for a specified period of time not to exceed two (2) years. The student organization’s continued status on campus depends upon the successful maintenance of satisfactory behavior and completion of other required sanctions as applicable. Deferred suspension may include denial of campus privileges as specified by the reviewing authority.

f. Suspension of Recognition: University recognition of a student organization is suspended for a specified length of time not exceeding four (4) years. During this period of time, the organization will cease to function at the university and is denied all benefits of university recognition including but not limited to new member recruitment, use of campus facilities, participation in university events, sponsorship of activities or events (on or off campus) and funding.

g. Revocation of Recognition: University recognition status of the student organization is indefinitely revoked. During this period of time, the organization will cease to function at the university and is denied all benefits of university recognition including but not limited to new member recruitment, use of campus facilities, participation in university events, sponsorship of activities or events (on or off campus) and funding. The student organization may petition the university through the Dean of Students or designee for reinstatement after seven (7) years from the date recognition was lost.

2. Application and Maintenance of Sanctions

All sanctions imposed upon a student organization will be kept on file in the Dean of Students Office as an indication of an organization’s conduct and to determine future sanctions, if necessary. Records related to previous incidents will not be considered by reviewing authorities before a finding of responsibility has been determined in the current proceeding unless the past behavior is directly related to current case in question. Sanctions are not progressive in nature and may be applied as warranted.

3. Jurisdiction

a. All authorized hearing authorities may impose all sanctions defined within this policy.

F. Appeals
Chapter 2: Student Conduct & Regulations

1. All registered student organizations, after having their case reviewed and decided by the appropriate hearing authority, may appeal the decision to the Dean of Students. In cases where the Dean of Students adjudicates or is directly involved with case in question, an alternate appeal authority will be assigned.

   a. Appeal Guidelines

   i. Within five (5) business days, after being officially informed in writing of the decision, a written appeal from the student organization officer shall be submitted to the Dean of Students Office using a Request for Appeal Form found here: MAXIENT FORM TBD

   ii. The submitted appeal must contain specific citation that shows the basis for the appeal consistent with one for more of following reasons for appeal:

      a. The appealing party indicates the existence of evidence showing the Student Organization Conduct Review Process was not conducted in such a manner as to provide the student organization with procedural due process.

      b. The appealing party has new evidence that was not available at the time of the Student Organization Conduct Review Process, which may have significant bearing on reversal of the decision and/or reduction or increase of the severity of the sanction.

      c. The appealing party indicates there is a strong likelihood that the evidence presented during the Student Organization Conduct Review Process was not sufficiently substantial to justify the decision reached.

      d. The imposed sanction is grossly disproportionate to the offense committed and/or overall student conduct record of the student organization.

   iii. Substantial credible evidence citing new evidence or the specific procedural or substantive error claimed in the initial process must be presented.

   b. Appeal Process

   i. The Dean of Students will review the appeal to determine the merits of the stated basis for appeal.

   ii. If the stated reasons are insufficient to warrant further review, the appeal will not be accepted.

   iii. If the appeal is accepted, the Dean of Students will review the appeal. If necessary, representatives from the student group may be called to meet with the Dean of Students about the appeal.

   iv. A student organization will remain under sanction until their appeal is fully heard.
c. Decisions of Appeal

After hearing and reviewing all evidence presented in the appeal, the reviewing authority shall decide to do one or more of the following and inform the appellant, in writing, within five (5) university business days:
   i. Uphold the previous decision.
   ii. Overrule the previous decision and dismiss the case.
   iii. Overrule the previous decision and remand the case back for further review on the stated basis of appeal only.
   iv. Modify the sanction imposed by the original hearing authority.

d. Final Determination

All decisions regarding student organization appeals of the Dean of Students or designee are final and may not be further appealed.
Chapter 3

Policy Information
Chapter 3: Policy Information

Academic Policies

Withdrawal from a Course (ACA-011)
When a student registers for classes, the student is responsible for those classes. To be relieved of this responsibility, the student must officially withdraw from those classes through the Registrar’s Office. Failure to withdraw from a class for which a student registered, but is not attending, will result in a grade of “F” for that course.

Students will be permitted to withdraw from a course and receive a grade of “W” up to the end of the tenth week of the semester. The “W” has no effect on the GPA. After the tenth week of the semester and through the last day of classes, a student who officially withdraws will receive a grade determined by the instructor. Latest date for withdrawal from individual courses in a Summer Session will be published prior to the beginning of the specific session. (See also: Withdrawal from the university.)

Withdrawal from the University (ACA-012)
Any student leaving the University prior to the end of any academic term must officially withdraw. The student should go the Registrar’s Office (Stratton Administration Center) to initiate the formal withdrawal process. After the withdrawal form is completed, the student submits it to the Registrar’s Office. The date the Office receives this withdrawal form with the student’s original signature is the student’s official date of withdrawal from the University. Please note that failure to complete the withdrawal process may result in failing grades in all courses being taken at the time of withdrawal. If the student completes the withdrawal process with the Registrar’s Office prior to two weeks before the beginning of final examinations, the student will receive “W” grades for all courses. For extenuating circumstances as verified by the Counseling Center or the Health Center, and with the approval of the Undergraduate Exceptions Committee, a student can receive a “W” for all courses when withdrawing from the University. (See also: Withdrawal from a Course and Leave of Absence Policy.)

Leave of Absence Policy (ACA-026)
Students in good academic standing may be granted a leave of absence for medical reasons, study abroad, and other reasons by the Office of the Registrar. A leave may be granted for one semester, with the possibility of renewal for a consecutive semester. At the conclusion of the leave a student may register to continue studies without repeating the admissions process. Students must request a leave of absence within the first six weeks of a semester.

Excuses for Extended Absences from Classes
Students assume the responsibility for notifying their professors when they are expecting to be absent from class for an extended period of time, generally a week or more, because of illness, accidents, medical complications, or emergencies. Students who will be absent from class for an extended period may contact the Vice President and Provost for Academic Affairs at 610-683-4220 for assistance in notifying professors. Please refer to page 69 for Extended Leave of Absence Guidelines.

Class Attendance (ACA-016)
The individual instructor has both the authority and responsibility for managing student attendance. The instructor’s policy regarding attendance for each course, including its potential effect on the final grade, should be
written in the course syllabus on first day handout and communicated to students during the first week of the semester. While, as stated above, classes are conducted on the premise that regular attendance is expected, the university recognizes certain activities and events as legitimate reasons for absence from class.

**Class Absence (ACA-016)**

Legitimate reasons for absence include, but are not limited to, death in the immediate family, documented illnesses, childbirth and pregnancy (for as long as medically necessary); religious observance, academic field trips; participation in an approved performance or athletic event; military duties; direct participation in university disciplinary hearings or jury duty. Nevertheless, the student bears the responsibility for fulfilling all course expectations in a timely and responsible manner. Instructors will, if requested without prejudice, provide students returning to class after a legitimate absence, with appropriate assistance and counsel about completing missed assignments and class material, depending on the nature of the work missed.

**Changes of Curriculum (ACA-029)**

Any student may request a change of major. The student should check the college and departmental requirements carefully. Students who wish to change into the “undeclared” category may do so by requesting such a change of major with the Department of Academic Enrichment. All changes of major, minor, or academic advisor will become effective on the date that the request is received in the Registrar’s Office. A student who changes into a new major/minor, adds an additional major/minor, or re-enters a previous major/minor program must comply with all course and degree requirements, which are in force as of the effective date of the change, addition, or reentry. A student who wishes to change his/her major, minor, or academic advisor should go to the following offices to initiate the process for formal change:

A. To add a major in the College of Business—go to the Dean of the College.

B. To add a major in the College of Education—go to the specific departmental chairperson.

C. To add a major/minor in the College of Liberal Arts & Sciences—go to the specific departmental chairperson.

D. To add a major/minor in the College of Visual & Performing Arts—go to the specific departmental chairperson.

Students should review their college’s handbook for advisement for further information about academic and/or advisement policies.

**Change of Grade (ACA-047)**

Occasionally there have been instances when an error in recording a grade has occurred and, when attention has been called to it, the professor has changed the grade originally reported. This is accomplished on a special form for this purpose. Students should know, however, that any grade change must have the approval of the chair of the department and no grade change will be honored without his/her signature. Changes from “I” (Incomplete) to a letter grade do not require the department chairperson’s signature. No grade changes will be accepted after the deadline, which is ten weeks into the next regular semester. Please be aware that “I” grades do not calculate as a “F” in the GPA.
Repeating Courses (ACA-008)
Undergraduate students will be limited to a maximum total of six repeats at Kutztown University. A single course can be taken a maximum of three times. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation. Courses completed at KU with a grade of “D” or better may not be repeated at another institution.

PASS/FAIL Policy (ACA-013)
The Pass/Fail option is available to students for the Summer Sessions as well as for the regular Fall and Spring semesters. Students will have until the end of the Drop/Add period of any term to submit the completed Pass/ Fail form to the Registrar’s Office. (It is suggested that students consult with their advisors when selecting the courses for Pass/ Fail, but the advisor’s approval is not required.) Please note that the Pass/Fail option continues to be available to students who have completed at least 30 semester hours (s.h.) with at least a 2.75 cumulative GPA. These students are eligible to take one course by Pass/Fail each semester up to a maximum of 18 s.h. in the undergraduate program (exclusive of Physical Education). Students may only select courses permitted under “Electives” in Categories II-V of General Education and those courses permitted under “Free Electives” or “Arts & Sciences Electives” if the students’ major programs include these areas. Students should be careful in selecting this procedure because courses that are prescribed in the major program including the specified electives under the major, minor, concentration, or concomitant courses cannot be taken pass/fail.

Undergraduate Exceptions Committee
The Undergraduate Exceptions Committee is a committee of faculty members which considers petitions of individual students wishing to have a specific regulation waived for just cause. Please contact the Registrar’s Office for forms and assistance with the procedure or you may download the form from the Registrar’s website at the following link: https://www.kutztown.edu/about-ku/administrative-offices/registrar.htm.

Transfer Credit Evaluation (ACA-023)
The evaluation of course work that has been completed at another institution of higher learning is done by the Transfer Coordinator in the Office of the Registrar. Coursework completed at a regionally accredited institution which has been determined equivalent in content and level to course work offered at Kutztown University may be considered for transfer credit provided the student has earned a grade of “C-” or higher.

“D” grades will transfer only if the student meets the criteria for the Academic Passport Agreement. Please see the website for more information at https://www.kutztown.edu/admissions/apply/transfer-admissions/academic-passport.html. Grades earned in courses taken at another institution will not be included in determining a student’s GPA as only grades earned at KU affect this average. Students will receive a copy of the transfer credit evaluation that is completed by the Transfer Coordinator. All students are urged to contact the Transfer Coordinator with all questions regarding the evaluation of their previous academic course work.

A. Advanced standing credit will be given only for equivalent courses completed in regionally accredited degree granting institutions of a collegiate level. All first time baccalaureate degree students are required to take at least 30 of the last 45 credits at Kutztown.
B. Students transferring from any institution of higher education to Kutztown University will be required to complete at least 50% of their major degree requirements at Kutztown University. The courses to be taken to fulfill this requirement must be at the upper level. In some cases, in order to comply with this regulation, a student may be required to complete additional semester hours for a degree.

Returning After Ten Years (10-YEAR RULE) (ACA-022)
The University welcomes the return to higher education of students who for various reasons did not complete their degrees. Such students should be aware that courses taken in their major discipline ten years or more prior to the resumption of study may not be counted toward graduation. Such courses may no longer be considered to be current or be required for the degree. The Registrar determines the acceptability of these credits. However, students may request the re-evaluation of the Registrar’s decision by submitting a petition to the Undergraduate Exceptions Committee.

Double Major – Available on the Following Basis (ACA-021):
A. A student must successfully complete all the required work under each major.
B. A student must successfully complete all courses in one of the two concomitant areas.
C. All course prerequisites must be fulfilled.
D. Clearance for graduation must be approved by both departments or areas.
E. A quality point average of at least 2.0 is required in each major.
F. A student must successfully complete a comprehensive examination in each major.

Major-Minor Based on the Following Criteria (ACA-021):
• The minor area requires between 18-20 semester hours.
• Each department indicates the specific sequence(s) of study which constitutes the minor(s).
• At least three (3) courses of study in the minor must be in upper division.
• A quality point average of at least 2.0 is required in the minor.

CLEP (College Level Examination Program) (ACA-035):
CLEP enables students to earn college credit by examination. Credits are awarded for each CLEP examination when students earn an acceptable score as recognized by the University. Students may earn up to 21 credits from the battery of CLEP General Examinations. Please see the online Undergraduate catalog for more information.

Credits by Examination
Students who by experience or training acquired academic background or comprehension comparable to that required of students who complete a given course can, with the written approval of the department chairperson and professor concerned, submit a request for the privilege of taking an examination in the course for the purpose of establishing credit for it. Forms for both CLEP and Credit by Examination can be obtained in the Academic Services Office.
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400 LEVEL COURSES (ACA-017)
The enrollment of an undergraduate student to a 400 level course requires the attainment of Junior-Senior class standing and either a 2.90 grade point average or permission of the instructor.

FINAL EXAMINATIONS (ACA-025)
Final examinations can constitute no more than 1/3 of the final grade.

Extended Leave of Absences Guidelines
These guidelines pertain to medical, military, and other extended leaves of absence.

According to Policy ACA-016 Class Attendance, regular attendance in class is expected of all students at Kutztown University. Legitimate reasons for absence include, but are not limited to, death in the immediate family, documented illnesses, childbirth, and pregnancy (for as long as medically necessary); religious observance; academic field trips; participation in an approved performance or athletic event; military duties; direct participation in University disciplinary hearing; or jury duty.

Nevertheless, students assume the responsibility for notifying their professors when they are expecting to be absent from class for an extended period of time, five (5) days or more, and the Assistant Director of Clinical Services for medical absences, the Veterans Services Coordinator for military absences, and the Vice Provost’s office for other absences.

For an extended medical leave of absence, the student or family member should call Clinical Services at 610-683-4082 (Beck Hall). The following is specific information for handling extended medical leaves of absence:

- An extended medical leave of absence will only be requested for a student needing to be out of school for five (5) days or longer.
- A request will only be considered when a student has provided documentation as to the illness, Clinical Services receives information indicating that the student was hospitalized for a serious medical condition with the understanding that documentation will be provided on or before the student’s return to campus, or the student has been diagnosed by Clinical Services with a medical illness requiring an extended absence.
- An extended leave of absence request is not to be submitted retroactively (a student who requests a retroactive leave of absence will be instructed to contact the Vice Provost’s Office directly).
- All students will be informed that they need to contact their professors directly regarding missed class work, exams, and projects.
- The original extended leave of absence request letters will be generated electronically as part of the student’s electronic medical record at Clinical Services.
- No specific medical information will be contained in the leave of absence notification letter.
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- The only identifying information contained in the letter will be the student’s first and last name and the last four characters of the student’s I.D. number (preceded by X’s that will replace the first five characters of the I.D. number).

- A copy of the request letter will be stored in the “X” Drive in a file titled “Extended_LOA_Reports.”

- The Assistant Director of Clinical Services will send an e-mail to the Vice Provost’s Office that there is a new medical leave of absence notification letter in the “Extended Absences” file.

- The Vice Provost’s Office will retrieve the letter from the “Extended Absences” file and send the notification to the student’s professors via e-mail.

- The Assistant Director of Clinical Services will be copied on the e-mail notification sent to the student’s professors and the e-mail will be scanned into the student’s electronic medical record.

For an extended military leave of absence, the student should call Veterans Services at 610-683-4228 (262 McFarland Student Union Building). The following is specific information for handling extended military leaves of absence:

- The student will make every effort to provide documentation for military-related absence two (2) weeks prior to the absence, when feasible.

- The student should be proactive by turning in pre-assigned coursework before the military-related absence begins.

- A student who must miss numerous class meetings due to a military-related obligation has the opportunity to create a work plan with the faculty member for completing the missed coursework. The work plan between the student and the faculty member will be summarized in writing in the Military Absence Agreement. A critical step in the development of the work plan by the student and faculty member is a discussion of, and agreement on, what constitutes a “reasonable” length of absence, given the type and structure of the course.

- If the grading policy for a course in which a student is enrolled includes dropping a test/quiz score for the calculation of the final grade, a test or quiz missed due to a military-related absence will not automatically constitute the dropped test or quiz unless the student chooses to use this option.

- If the student has battle assembly/drill the weekend before the student’s Monday final examination, the final examination will be rescheduled to allow a two-day study period.

- Faculty members will make every effort to provide alternative opportunities or offer equivalent credit for a student to complete missed coursework due to a military-related absence.

- The student and faculty member will sign the work plan that details the expectations for successful completion of coursework. If the length of absence challenges the student’s ability to successfully complete the agreed-upon plan and to remain current with coursework, it may be in the student’s best interest to utilize the Armed Forces Leave of Absence withdrawal option.
If the student and faculty member cannot agree on a work plan or any part of the work plan, such as “reasonable length of absence,” they can contact the appropriate person: Coordinator of Veterans Services (1st); Academic Department Chairperson (2nd); Dean of the Academic College (3rd).

The Military Absence Agreement should include the following information, but can take any format the student and faculty member would like to utilize; (a.) student name; (b.) faculty member name; (c.) course name; (d.) length of military-related absence; (e.) detailed list of missed coursework; (f.) due date for each assignment; (g.) signatures of both the student and the faculty member; and, (h.) results of not meeting the due dates of the work plan.

Copies of the Military Absence Agreement will be kept in the faculty member’s student file and in the Office of Veterans Services.

For any other extended absences, the student or family member should call the Vice Provost’s Office’s at 610-683-4220 (Stratton Room 319). The following is specific information for handling other extended leaves of absence:

- An extended leave of absence will only be requested for a student needing to be out of school for five (5) days or longer.
- A request should only be made when a student has provided documentation as to the reason for the absence (e.g., death in the family, accident, childbirth/pregnancy, jury duty) or provides information indicating that documentation will be provided on or before the student’s return to campus.
- All students will be informed that they need to contact their professors directly regarding missed class work, examinations, and projects.
- An e-mail is sent to each professor and the student is copied informing the professor of the last day of class attendance and the expected date of return. The only identifying information contained in the e-mail will be the student’s first and last name and the last four characters of the student’s I.D. number (preceded by X’s that will replace the first five characters of the I.D. number). This e-mail does not excuse the student from class work, projects, or examinations and informs the student to contact faculty regarding educational obligations missed during the absence.
- A copy of the request letter will be stored in the “P” Drive in a password protected file titled “Extended Absences.”

Policy for Student Sponsored High Profile & Late Night Events

Registered organizations in good standing that have attended high profile social event training with their advisor are eligible to hold two late night events for profit and four nonprofit events per semester. High profile social event training is offered each academic year in September and October.

The following procedures are intended to increase the safety and security for student-sponsored high profile (defined below) social events on the campus of Kutztown University.
A. High profile student sponsored events may include: Indoor or outdoor venues with the capacity of 100 or more students and their guests.

B. A request for space and a meeting with the Director of Student Involvement, representative(s) from Public Safety & Police Services, and the event coordinator must be initiated four (4) weeks prior to the scheduled date of any event on campus. A determination regarding security and staffing needs based on the event venue and projected attendance will be made at this joint meeting.

1. A request for space must be initiated four (4) weeks prior to the scheduled date of any event on campus. Requests for events with less than four weeks’ notice will require the approval of the high profile social events advisory committee. All necessary paperwork including, but not limited to: purchase request, contracts, work orders etc. must be submitted three weeks prior to the event.

2. Each event coordinator and organization advisor (a member of KU’s faculty or staff) will be required to be physically present, one hour prior to public admission and for the duration of the event. They must also be accompanied by at least two additional KU faculty or staff as determined during the review process. The names of professional faculty/staff that will be present at the event must be listed on the request form before the activity is approved. Substitutions can be made prior to the start of the event; however, substitutions must have completed the High Profile Late Night training and those names must be communicated to the manager/supervisor of the Facility, as well as Public Safety & Police Services by the event coordinator.

3. The event will not open for participation if the organization advisor or event coordinator is not present before the opening of the event.

4. The event coordinator, organization advisor and the assisted staff will meet prior to each high profile or late night social event and discuss a structured plan for event logistics. Specific responsibilities include, but are not limited to the following items: check in process (verifying proper ID – school or government/state issued photo ID), handling of funds, monitoring exits, intermingling with students, assisting with event closing, clean up, etc.

5. The event coordinator, organization advisor or designee will open the event by welcoming the group, notifying that doors will close at midnight; designate the appropriate emergency exits, and encouraging appropriate behavior, through use of a microphone or public announcement system. This brief announcement will be made at intermittent times during the course of the event as a means of reinforcement and to inform those students who arrived after the initial start. The event coordinator or organization advisor will close the event by reiterating exiting and loitering policies.

6. Organization advisors, event coordinators, and their assistants (including student event hosts) and all professional and student security personnel shall wear visible badges (or other appropriate attire such as shirts or sweaters) identifying them as university officials. These ID’s, which shall be approved by Student Involvement (MSU 153), will be beneficial when working with visitors on campus.

7. Visibly intoxicated persons will not be permitted to participate in the event. Participants may not bring refreshments into the facility for a late night event. A uniformed police officer will be available to ensure that this regulation and the University’s alcohol and drug policies are enforced.
8. To minimize problems inherent with visitors (non-KU students) coming to any high profile and late night social event, Public Safety & Police Services will deploy a plan of action involving a visible presence in the facility during the event. This may also encompass nearby lobbies or public areas adjacent to the event location. Uniformed police presence inside the event location is necessary. Public Safety & Police Services will inform the organization advisor and event coordinator about the details of the security plan. Any additional security personnel hired to work the event will be paid for by the sponsoring organization.

9. All events that feature paid artists and performers must use KUSSI contracts when booking event dates. Contracts can be obtained in the Office for Student Involvement. Completed contracts must be submitted to KUSSI three (3) weeks prior to the event.

10. All events that include the collection of funds or wristband sales must use the SGA accounting system and follow SGA policies for collection, reconciliation, and deposits. Events that collect funds must be approved by the Director of Student Involvement. All funds from events will be deposited in a location designated by the Director of Student Involvement at the conclusion of the event until the next business day. Cash collected on site will not be used to pay artist fees or any other expenses. This is to ensure appropriate tracking and safe handling of all ticket sales. Cash and wristbands if applicable will be reconciled with a representative of KUSSI. Funds will be deposited into the appropriate account, the first business day following the activity.

11. All room capacity and fire code regulations must be followed. The Environmental Health and Safety Specialist will provide information on all room capacity regulations.

12. Groups will use the campus ticketing system for the presale of ticket and registration of KU students and anticipated guests. After all event registration has been completed and approved the Director of Student Involvement or designee will have tickets available for sale at the MSU Information Desk until the event is sold out or until one hour prior to the event. When purchasing a ticket for the event, students will be asked to present a valid KU student ID and to complete a registration card. A registration card must be completed for all guests. Tickets will be required to enter the event along with proper ID (KU or state-issued ID). Tickets are non-transferable and all sales are final. All money collected will be deposited daily into the organization’s appropriate KUSSI account.

13. Groups will use the campus wristband system to reduce risks associated with the management of larger events. Wristbands will be distributed at the event by the event sponsoring organization. Wristband availability for events will be limited to official room capacity. Wristbands are non-transferable.

14. Participants entering a high profile event will be required to consent to a search of their person which may include but is not limited to: use of metal detection devices, search of bags, coats, personal belongings, use of Breathalyzer tests, etc. Anyone failing to participate in these and other safety measures deemed appropriate to the event will be refused admission.

If the sponsored event is a late night event, defined as ending after 11 p.m. and no later than 1 a.m., the following guidelines will also apply:
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A. No one shall be allowed to enter or re-enter the event sixty minutes prior to its scheduled closing. The sponsoring organization shall obtain appropriate information signs from Public Safety & Police Services stating these conditions and be responsible for posting them in visible locations both inside and outside of the event prior to and during the event.

B. Each enrolled KU student is permitted one guest, with who they must attend the event. Other group attendance (i.e. other college groups, high school groups, etc.) may be arranged in advance by the sponsoring organization with the approval of the organization advisor. Appropriate ID (KU or state issued ID) will be required of all event attendees. The KU student sponsoring a guest is accountable for that guest’s behavior as defined within the University’s Student Code of Conduct.

C. No one under the age of 18 will be admitted to a dance or party event without a valid KU ID.

D. The sponsoring group is responsible for event cleanup and must remain until all attendees are ushered from the facility (within fifteen minutes after the advertised end of the event) and the DJ, band or contracted event facilitator has left the facility.

Failure to adhere to any or all of the procedures may result in the cancellation of an event. Infractions of University or SGA policy during the event will be investigated and individuals or groups found responsible will be subject to appropriate University or SGA sanctions. Tenets of this policy will be reviewed annually to assure that it meets the current needs of the University community.

**Posting & Chalking Policy (STU-018)**

**Purpose**
Kutztown University facilities are for the primary use by its students, faculty, and staff in their efforts to advance the educational mission of the University. The primary purpose of this policy is to ensure the appropriate use of space available and to maintain an aesthetically pleasing campus environment, thereby balancing the need for and rights to effective and orderly advertising and the maintenance of facilities and grounds. No information will be posted that is inconsistent with or in violation of Commonwealth of Pennsylvania or federal laws or regulations, or any municipal ordinances. The policy is not intended to infringe upon the First Amendment rights guaranteed by the United States and Commonwealth of Pennsylvania Constitutions. The responsible Officer for overseeing this policy shall be the Dean of Students or his/her designee.

**SCOPE**
The policies and procedures provided herein apply, but are not limited to, all Kutztown University faculty, staff, students, affiliated organizations, and contractors, and the general public. This policy applies to all University facilities and grounds, including the exteriors of all buildings, owned or leased. It excludes open-air areas such as courtyards and University Stadium. This policy supersedes and renders null and void Kutztown University Policy 1994-201, entitled “Announcement Policy,” which deals with posting outdoor announcements on designated bulletin boards.
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POLICY & PROCEDURE(S)

Posting Materials
1. Within each building there are bulletin boards identified for posting of specific information: (i.e. union information, academic organizations, specialized university summer courses, student government, department information, etc.)

2. No interior bulletin board which is set aside for specialized information is to be used for posting of information other than that for which the bulletin board is intended to serve. General information may be posted only on bulletin boards, and moreover, only on bulletin which are designated for general information, or which are undesignated. Failure to abide by the guidelines will result in the removal of the posted material. Enforcement of this guideline will be at the discretion of the individual building coordinator.

3. Posting materials are defined as any poster, flyer, sign, brochure, or other advertisement, including electronic media or digital bulletins, items made of paper or similar material up to and including 18” x 24” in size for hard copies.

4. Bulletin boards designated for the posting of materials are designated to provide a means to advertise campus events, publicize services for students, faculty, and staff, and to inform of on-campus and off-campus activities. Posting materials shall be placed only within the assigned area on each outdoor bulletin board but shall not be placed on top of existing current notices.

5. All postings shall be made of paper and affixed with masking tape or staples.

6. No duplication of materials is allowed on one side of any outdoor bulletin board.

7. In keeping with the University’s belief in responsible citizenship, sponsors of the events/services are asked to remove all posting materials from bulletin boards within 24 hours of completion of the event they advertise. Materials that do not have an ending date may be posted for a maximum of three weeks.

8. Posting materials may also be used to display temporary directional signage on sandwich boards available through University Facilities. Placards placed on these boards must be made of either vinyl or machine printed laminated paper.

9. Sandwich boards may be used only to promote an approved university event (see the Key, “Reservations and Use of University Facilities”). The requesting activity sponsor is responsible for the placement of the placards on the sandwich boards. Placards must be removed by the event sponsor immediately after the completion of the event.

10. Any posting requests to post in any residence hall must be made to the Department of Residence Life (106 Old Main). Distribution and posting of approved items, consistent with this policy, will be facilitated by Residence Life staff.
11. In support of the diverse needs of our community, an ADA compliance statement shall be included on any materials advertising events (hard copy and/or electronic media). Example: Persons with a disability, who need accommodations for this event, should notify the Disability Services Office two weeks prior to the event at 610-683-4108 or email accommodation@kutztown.edu, TDD number: 610-683-4499, in order to discuss accommodations. Every effort will be made to provide reasonable accommodations.

**Banners**
1. Banners are defined as any advertisement, normally larger in size than posting materials, made of vinyl and/or fabric material.

2. Banners may be placed on the exterior of buildings only with the consent of the building coordinator.

3. Banners that are hung across Main Street must be approved by Maxatawny Township, the Pennsylvania Department of Transportation, and the Director of Public Relations through the Office of Environmental Health and Safety. Each banner shall be hung by Facilities Management for a maximum of one week.

4. Banners may be used only to promote an approved University event and must be removed by the event sponsor (with the exception of those hung across Main Street which shall be removed by Facilities) within 24 hours of completion of the event they advertise.

**Chalking**
1. Chalking is permitted only on sidewalks and other uncovered walkways.

2. All chalking designs and messages must be made using water-soluble chalk.

**Prohibited Locations**
1. Postings, banners, and sidewalk chalking are not permitted in areas where they could be potentially dangerous, destructive or difficult to remove. No materials may be displayed on the exterior surface of any University building, on interior or exterior pillars, breezeways or walkways, sidewalks, trees, plant life, light and lamp posts/poles, benches, trash receptacles, traffic control signs or other existing permanent signs or posts unless otherwise indicated by this policy. In addition, nothing shall be affixed to any walls, windows, doors, or door frames, glass panels, or painted surfaces either outside or inside.

2. Placing materials on windshields of vehicles on campus is prohibited. The only exceptions are official University notifications on parking related matters as approved through the Department of Public Safety and Police Services.

**Violations**
1. Violators of this policy are subject to the laws and regulations of the Commonwealth of Pennsylvania, applicable federal laws and regulations, municipal ordinances, and the rules and regulations of the University.

2. Violation of these provisions constitutes grounds for removal of the material.

3. The University reserves the right to charge back the cost of removal of any posting material, banner or chalking and any associated repairs to any entity or individual that violates this policy.
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Reservation & Use of University Facilities

This policy defines procedures and provides guidelines utilized when individuals and groups request the use of University facilities for programs, events, sales/fundraising activities, solicitations, and public demonstrations. This policy seeks to assure the University community the opportunity to meet, to hear, and to exchange ideas and views, however controversial. This policy does not imply that Kutztown University condones or supports programs, events, and activities conducted by groups for the purposes of advocating or inciting hatred against persons because of their race, national origin, religion, sex, or sexual orientation.

Event/Facilities Reservation Non-University Groups
1. Non-University groups who wish to reserve University facilities can do so through the Office of Conference and Event Services.

2. Non-University groups reserving facilities must complete a state system contract and provide insurance holding the University as additionally insured (done through the Office of Conference and Event Services).

Members of the University Community
Members of the University community and registered groups who wish to reserve University facilities for an event, must do so through the Office of Conference and Event Services.

Facilities Reservation Procedures
1. Requests to reserve University facilities for events and activities, with the exception of academic reservations (i.e. for classes and final exams) can be made online by logging into the EMS room reservation program (room scheduler).

2. The facility should be reserved as far in advance as possible but at least two weeks prior to the activity. These deadlines have been established to assure time for such services as contacting of other offices, locating alternate facilities, etc.

3. If another activity is already in the requested facility, the person making the request would not be able to select that facility and would have to choose another location through the on-line reservation system.

4. Academic reservations are the responsibility of the Registrar’s Office. When faculty members need to switch classes, the arrangements are made through the Registrar’s Office, who upon approving the revision, will make the appropriate revision in the campus wide reservation system.

5. The following guidelines apply to facility reservation requests:

a. Campus activities such as marathon sessions (single events scheduled to run longer than five hours) and major concerts may be held only in Keystone Hall, Schaeffer Auditorium, Georgian Room, or the Multipurpose Room in the McFarland Student Union. Attendance is limited to the capacity of the facility.

b. Only one event requiring displacement of regularly scheduled classes may be held in Keystone Arena on a weekday (Monday through Thursday) in any one semester.
c. Events with a high potential of music or noise may be scheduled for the Georgian Room in Old Main or the Multipurpose Room in the McFarland Student Union on Sunday through Thursday night only if the event will end by midnight. Such events may be scheduled on Friday and Saturday nights only if they will end by 2:00 a.m. of the subsequent morning.

d. Aramark is the contracted food service provider on campus. All events which plan on having food must contact them for service. Aramark has the first right of refusal for ALL food related services on campus. No food may be purchased from external vendors without their written consent.

e. Organizations or individuals are responsible for leaving all facilities as they found them. Failure to do so may result in being billed to restore the facility to its original condition. Also, events requiring a set-up may be billed to the organization or individual depending on the time and available resources.

f. Requests to use University facilities for events and activities that may violate University regulations will not be approved.

g. Requests for “restricted access” rooms are processed with different procedures. Please contact the Office of Conference and Event Services for details.

h. The sponsoring department or group is responsible for all arrangements for their reservation (work orders, catering arrangements, personnel needs custodial, Public Safety) and are responsible for abiding by any University policy/procedure that their event may require (bus parking, collection of fees, open flame, etc).

6. Reservation requests can only be made by faculty and staff members. Advisors must approve and make the request on behalf of their student organization. The event registration becomes official when the person initiating the request receives a scheduled confirmation via email (this is not the same as a request confirmation).

7. All events which are open to campus and held in University facilities are coordinated by the Events Advisory Council. This council has established procedures for event/facility registration which are intended to minimize problems associated with simultaneous events. When scheduling conflicts cannot be resolved by the parties directly involved, the Events Advisory Council will resolve the conflict.

8. If you are making a reservation for a late night event (any event ending after midnight), please refer to Policy for Student Sponsored High Profile & Late Night Events.

9. If a room reservation (web request) needs to be made less than 72 hours before the event, an email will need to be sent to Conference and Event Services with the details of the event to be entered. The campus wide reservation system will not allow requests to be made within 72 hours of the event. A scheduling confirmation will be sent to confirm your reservation has been made.
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Residence Halls Policies

Fire Safety
Your safety, as well as the safety of all residents and property, is of paramount importance. All of the residence halls at Kutztown University conform to fire and safety standards as established by the Pennsylvania Department of Labor and Industry. The actions of the occupants are equally important in maintaining the fire safety of the building.

Prohibited Items/Actions
PROHIBITED in residence halls and apartments: Any type of open flame, including candles and incense, reed and oil diffusers, decorative string lights, propane, butane, lighter fluid, gasoline (of any type), compressed gas/air cylinders or any other explosive/flammable material, space heaters, or air conditioners of any kind.

The use of smoking devices or equipment is strictly prohibited in the Residence Halls. This includes- but is not limited to: electronic cigarettes (e-cigarettes), vaporizers, hookahs, and pipes.

Microwaves are NOT permitted in the traditional or suite-style residence hall rooms. Residents are permitted one MicroFridge unit per room. MicroFridge units must be rented from the MicroFridge Company. If you bring your own refrigerator, the maximum capacity is 3.2 cubic feet with an amperage draw of no more than 1.4. Microwaves are permitted in any of our on-campus apartments. Only one microwave is permitted per apartment with an amperage draw of no more than 9 and must be kept in the kitchen area.

Cooking devices are prohibited in traditional and suite-style residence hall rooms; however, cooking appliances with sealed or enclosed heating elements are permitted in the apartments; some examples are: crock-pots, airstream ovens and fryers, toasters and toaster ovens, rice cookers and Instapots, fry pans, auto shut-off coffee makers, health grills (such as George Foreman), and microwave ovens. These items must be used and kept in the kitchen.

Items Permitted with Restrictions
Extension cords must meet the following guidelines:
• 14-gauge, 3-wire grounded or heavier rating should the appliance it is supplying require a heavier cord rating
• 10 feet or less in length
• Extension cords shall never be strung together such as connecting two 10-foot cords across an area.
• Only one extension cord per outlet is permitted, with only one item plugged into each extension cord.
• Extension cords shall never be strung across or secured to the ceiling, furniture or under floor coverings.
• It is recommended that you use power strips with built-in circuit breakers to avoid overloading the electrical outlets. Never chain together (plug into each other) surge protectors or power strips.
• Rope Lights are permitted decorative lights for student use in rooms, suites or apartments. Rope Lights are limited to the walls and furniture and may not be hung from the ceiling, windows, or door. Rope Lights must have the UL seal of approval attached to the light.

Auxiliary Lighting
Incandescent, halogen, neon lamps and bulbs, and other heat-producing lamps are prohibited. Compact fluorescent lamps (CFL) or LED lamp fixtures are the recommended lamp or fixture to be used.
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Fire Alarms, Fire Extinguishers, and Sprinklers
All residence halls are equipped with automatic Fire Alarm Systems. The systems include photoelectric smoke detectors in common areas (corridors, lounges, etc.), mechanical rooms, and special use rooms, as well as in each sleeping area. All fire alarms are monitored at the desk and report to Public Safety and Police Services. The smoke detection devices are very sensitive, and may be activated by aerosol sprays, hair care products, and hair irons. Caution should be taken to avoid detectors when using these products. Students using cooking appliances should never leave a stove or oven unattended, or cook at a temperature setting higher than necessary to avoid causing a stove-top fire or generating smoke that may activate nearby detectors. Manual pull stations are installed near building exits that permit occupants to activate the alarm should they detect a fire condition before the smoke detector activates.

With the exception of the Golden Bear Village West and the Honors Building, all buildings are equipped with voice-communication fire alarm systems. This means that the alarm provides voice instruction to the occupants to evacuate the building; these alarm systems are also used to broadcast mass notification messages. In Golden Bear Village West and Honors Hall, alarm bells/horns sound to notify the residents to evacuate. All fire alarm systems are tested and inspected twice annually by qualified Simplex Grinnell technicians. All residence halls and apartments are equipped with portable Fire Extinguishers. In University Place and Golden Bear Villages they are located inside each suite or apartment. In all other halls, the fire extinguishers are in the corridors. Fire extinguishers should be used by trained individuals only. These units are inspected regularly and serviced annually.

All residence halls and apartments have full fire sprinkler protection. Where required by code, some buildings have standpipe systems that are used to supply water to fire hoses on each floor for firefighters. DO NOT tamper with, block, or hang any article or decoration from any portion of the fire sprinkler system. The sprinkler systems are inspected twice per year.

Emergency Evacuation and Drills: All students are required to evacuate the building at each and every sound of the fire alarm, and treat every alarm as a true emergency. This evacuation policy is strictly enforced. Failure to evacuate is a violation of university policy; violators are subject to disciplinary action. Evacuation drills in all residence halls are conducted twice each semester in accordance with fire code requirements.

Any questions regarding fire safety equipment or issues can be sent to the Office of Environmental Health and Safety.

Visitation Policy
Residence Life and Housing & Dining Services at Kutztown University promote a safe environment, which encourages responsible decision making by members of the community. Recognizing student rights and responsibilities, as well as the role of the department in fostering student development, the Visitation Policy of Residence Life and Housing & Dining Services at Kutztown University consists of gradual levels of student responsibility based on class rank.

Definition of Terms
- **Escort**: Visitors must be accompanied by their host when moving about in the residence hall they are visiting.
- **First Year Student**: Any first-time resident student with 30 or less earned credits.
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- **Host:** The resident student living in the hall and/or room where the visitation option is being exercised.

- **Identification (ID):** Formal identification is required. Types of acceptable ID are: validated college ID, valid driver’s license, valid ID with name and picture or name and address of presenter/visitor.

- **Parental (Guardian) Permission Form:** Students who are not of the age of majority must provide parental or legal guardian’s approval for visitation rights covered in this policy. This form is no longer needed once a student turns 18.

- **Pre-Registration:** The process by which any student who has a visitor or visitors arriving after 11:59 p.m. on a Thursday, Friday, or Saturday evening notifies the hall desk of the anticipated arrival of a guest. The information needed to pre-register includes visitor’s name, type of ID, anticipated time of arrival, and anticipated length of stay.

- **Sign-In:** The process by which host and visitor(s) are recognized as participating in visitation. Resident students, as hosts, are responsible for registering visitors at the hall desk. A digital visitation pass is created by the Desk Receptionist that can only be accessed at the front desk of any hall while they remain in the building in which they sign in. All visitors must check out at the front desk in which they are signed in upon leaving.

- **Visitor:** A Visitor is considered anyone not residing in that particular residence hall including: resident students from another hall, commuting students, students living off-campus, family, friends, acquaintances, etc.

**Visitation Assignments: First Year Student (FIRST SEMESTER OF ON-CAMPUS RESIDENCY ONLY)**

- Weekdays: Monday to Thursday from 9:00 a.m. to midnight.
- Weekends: First year students in their first semester can have overnight visitation on Friday and Saturday nights, regardless of their guest’s sex or gender identity. Sunday from 9:00 am to Sunday 12:00 midnight.

**Visitation Assignments: Upperclassmen**

- 24-hour per day, 7 days a week Visitation
  - Upperclassmen includes second semester freshmen with earned credits

**Policy**

- Operation of the Visitation Policy includes the following:
- Each resident student may host up to three visitors at one time.
- Visitors must sign into the building 24/7.
- Resident students, as hosts, are responsible for the behavior of their non-Kutztown University visitors. Kutztown University students are accountable for their own conduct at all times.
- All visitors (and resident students) must enter and exit the building by way of the main entrance.
- The host must escort visitors at all times while in the hall.
- Host students may only have overnight visitors (when permitted) for three nights during a seven day period.
- Visitors arriving after 11:59 p.m. on Thursday, Friday, or Saturday evening must be pre-registered at the desk by the host informing the hall desk of visitor’s name, type of visitor identification, time of arrival, and length of stay.
• Residents are responsible for informing visitors that presentation of a valid ID is required at the time of sign-in. Failure to provide ID could result in denial of entrance into the residence hall.

After one semester of on-campus residency- First Year Students will follow the upperclassman visitation assignments.

The professional staff of Housing and Dining Services or the Residence Life Office may grant exceptions to certain aspects of the Visitation Policy. The professional staff of Residence Life and Housing & Dining Services reserves the right to restrict this policy.

Decoration Policy
Decorating your room, suite or apartment is a personal preference and can have an impact on your living experience while at Kutztown University. Please keep in mind how decorations can affect you, your roommate, guests and other members of the community you live in. The following are topics you must keep in mind as you begin to decorate your space.

1. Student will be responsible for any damages to walls, ceilings, doors and floors due to decorations and/or any other products. Please be very careful if you attach and/or use anything in these areas of your room, suite or apartment.

2. Students are not permitted to paint student rooms, including all apartments. If there is any problem with the walls or ceilings, please contact your Resident Director.

3. The placing of stickers or stars on walls, ceilings, or furnishings is prohibited.

4. The possession or use of metal-tip darts and dartboards in the residence halls and apartments is prohibited. Velcro, magnetic, and suction-cup style darts are permitted.

5. No items may be attached to, or hung from the ceiling, including light fixtures, or in any corridor or walkway area.

6. Student room door decorations are limited to a single dry erase board, and the door name tags which the Residence Life and Housing & Dining Services staff provides. The room number must be visible. At no time may any item on a student room door extend into the corridor.

7. Decorations may not be hung from door to door, over the lights, or across the corridor or walkway areas.

8. No lights, including string lights or other electrical apparatus may be used to decorate in corridor or walkway areas, including student room doors or windows.

9. Rope Lights are permitted decorative lights for student use in rooms, suites or apartments. Rope Lights are limited to the walls and furniture and may not be hung from the ceiling, windows or door. Rope Lights must have the UL seal of approval attached to the light.
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10. Students who wish to decorate windows or mirrors should use only water-soluble paint. Add liquid soap to wet paint when applying to ease paint removal. It is the responsibility of anyone who decorates the windows and/or mirrors to remove the paint at the conclusion of the event or prior to checkout whichever is earlier.

11. University installed light fixtures may only have university-issued bulbs. Students living in apartments, however, will need to provide their own light bulbs (60 watt or less CFL light bulbs). The use of halogen light bulbs in the residence halls and apartments is strictly prohibited. Lamps, other than those provided by the university, may only use 60 watt (or less) CFL light bulbs.

12. Standing or hanging any kind of object or container outside of the window sill is prohibited.

13. Do not hang anything from or cover the sprinkler heads.

14. Residents will be responsible for any damages to their room, suite or apartment and will be billed accordingly.

15. The use of open flames and reed diffusers are prohibited in the residence halls, suites, or apartments. Candles (in any form) or burning incense is prohibited.

16. The standing or arranging of furniture in a manner unintended of its purpose and use is prohibited. Furniture may not be arranged in such a manner that it creates an obstruction in front of the door or window.

17. Furniture may not be removed from any designated room, suite or apartment. Furniture must remain on the floor in upright position.

18. Live trees, boughs, and corn stalks are not permitted in any residence hall, suite, or apartment at any time.

19. There may be special circumstances (e.g. wing/hall decoration contests) for which these rules may be modified by the university. These particular situations, approved at least one week in advance, will be under the supervision of the Resident Director and Residence Life Office.

20. The use of alcohol bottles or cans for decorative purposes is prohibited in the residence halls, suites, and apartments.

**Horseplay Policy**
Behavior that would reasonably be considered inappropriate conduct for a residence hall community and not addressed in other specific policies is prohibited. Horseplay, pranks, the making of messes, or any other action which damages property or disturbs others will be considered inappropriate for the residence hall environment and surrounding area.

**Improper Check-Out Policy**
At hall closing times, all residents are required to follow the written procedures for check-outs that are made available by the hall staff. Those who fail to check out in accordance with these guidelines will receive a formal housing violation.
Key/Pin Code Policy
Each resident is responsible for their assigned keys and/or pin codes. Any resident who improperly uses and/or abuses these items will be subject to disciplinary action through the Kutztown University Student Conduct Services and/or PA State law. Resident will be charged a monetary fee for the replacement of keys and/or pin codes if necessary.

Pet Policy
The only pets permitted in the residence halls and apartments are goldfish or tropical fish. They must be kept in self-sustaining fish bowls or aquariums, with a maximum of 10 gallons of water for habitation. Piranhas are not permitted. When the residence halls and apartments are closed for periods of more than four days, fish must be taken home. If you bring your fish to live with you on campus, you must inform your Resident Director.

Posting Policy
Any student organization that wishes to post signs or publicity in a residential building must gain permission from the Residence Life and Housing and Dining Services or the Office. Distribution of approved items will be handled centrally from the main office in Old Main 106.

Quiet Hours Policy
The major ingredient for any successful group living arrangement is consideration. Consideration for others prevents many problems, especially in the area of excessive noise. Since residence halls and apartments must be quiet enough to allow students to study and sleep, quiet hours are in effect 24 hours a day. In order to maintain quiet in the halls and apartments, quiet hours are strongly enforced Sunday through Friday, 9 p.m. to 9 a.m. Consideration of others should also be observed Friday and Saturday, especially during the morning hours. Enforcement of quiet hours extends to outside of the halls and apartments, including any hall patio area, front entrance way, Bonner Hall, University Place and Dixon courtyards, Golden Bear Villages, and Honors Building breezeways and mailbox areas.

Sales and Solicitation Policy
Student rooms may not be used for any commercial activity. The Residence Life and Housing & Dining Services Office may permit some exceptions to this policy. If you would like further information about these exceptions, please contact the main office at Old Main 106.

Search of Parcels Policy
In order to prevent prohibited items from being brought into the residence halls and apartments, the Residence Life and Housing & Dining Services staff may ask permission to search bags, trunks, suitcases, boxes, garbage cans, etc. If you refuse to show the contents, the staff may request that you leave the building. If you refuse to show the contents and refuse to leave, Public Safety will be contacted.

Smoking Policy
All Kutztown University buildings, including the residence halls, are designated as smoke free. The use of smoking devices or equipment that includes, but is not limited to electronic cigarettes (e-cigarettes), vaporizers, hookahs, and pipes are strictly prohibited within the residence halls. Each building will have one entrance designated as an outdoor smoking area. Smoking is not permitted within twenty-five feet of any window or main
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entrance to a residence hall or apartment. Violators of this policy may jeopardize their on-campus status within the residence system.

**Latex Allergies**

Individuals within the campus community are allergic to latex. Latex balloons are not permitted indoors on the campus. Latex balloons placed outdoors can also cause allergies because the latex can be spread by wind. Therefore, please use good judgment in the quantity of balloons used outdoors.

**Differently Abled Accessibility**

Nine residence halls at Kutztown University are accessible to handicapped individuals. They are: Berks, Deatrick, Dixon, Lehigh, Rothermel, Schuylkill, University Place, Golden Bear Village South and West. Other facilities such as classroom buildings, Stratton Administration Center, and the South Dining Hall are also accessible. If you have questions concerning accessibility, please contact the Office of Human Diversity, Stratton Administration Center 215, or 610-683-4108.

**On-Campus Sales and Fundraising Policy** ([STU-031](#))

**A. Governance:**

1. The On-Campus Sales and Fundraising Committee shall consist of the Director for Student Involvement, Director of Housing, Director of Residence Life, Director of Public Safety and Police Services, Director of Athletics, the Secretary in Student Involvement, and a student appointed by the Student Government Board, or their designees.

2. The committee shall meet as needed to review sales and fundraising requests as follows:

   a. from any group that does not meet the requirements for registration as specified by the Office for Student Involvement;

   b. for any sale that does not meet the criteria for approved sales as set forth by this policy;

   c. to set the maximum number of allowable sales per semester for eligible groups; and

   d. to conduct other business related to the implementation of this policy.

**B. Eligibility:**

1. Student organizations that are recognized by the University are eligible to participate in the on-campus sales and fundraising process.

   a. Student organizations classified as SGA recognized, SGA sponsored as designated by the Office for Student Involvement, and intercollegiate athletic teams are eligible to sponsor up to eight sales or
fundraisers per semester, with a maximum of five of those being designated as external sales.

b. Student organizations not classified as registered by the Office for Student Involvement are not eligible to participate in the sales and fundraising process.

2. Other University-related organizations, groups, offices, or departments may request special authorization for on-campus sales and fundraisers. Such requests must be made in writing through the Office for Student Involvement at least two weeks in advance of the anticipated sale date. These requests will be acted upon by the On-Campus Sales and Fundraising Committee.

3. Outside organizations and vendors are allowed to conduct sales and fundraising activities only if sponsored by a University-related or recognized group.

4. The Student Bookstore and the McFarland Student Union Building may sponsor an unlimited number of service-related sales and promotions that fall within the confines of this policy.

C. Definitions of Sales and Fundraisers:

1. A sale is defined as the selling of one item or related group of items by one organization during the course of one calendar day without simultaneous locations. Each additional simultaneous location shall be counted as an additional sale or fundraiser.

   a. An internal sale is defined as a sale that meets the aforementioned requirements and is sponsored by a University-recognized student organization or University-related group at which the sponsoring organization peddles its own goods.

   b. An external sale is defined as a sale that meets the aforementioned requirements and is sponsored by a University-recognized student organization or University-related group at which goods are peddled by an outside vendor with the sponsoring group receiving a per diem or percentage of gross sales.

2. A sale is considered an extended sale when the sale of the product or service necessitates that orders be taken for the sale of the goods or when the product requires long-term exposure as determined by the On-Campus Sales and Fundraising Committee. Extended sales cannot exceed a three-week time frame and apply only to internal sales. If the sale is classified as an extended sale by the Committee, then that sale can be held campus-wide with non-specific times and locations. However, the sale must follow all other components of this policy.

3. A fundraiser is any activity that is not classified as a sale yet meets the following criteria:

   a. the sponsoring organization is charging a fee in exchange for providing a service; or

   b. the sponsoring organization is charging a fee in exchange for admission to an event. However, if the money raised through ticket sales is used strictly to offset the costs associated with production of the
event, then the event is not a fundraiser. In cases that the sponsored event is considered a fundraiser, then that event must adhere to the following guidelines:

1. Advance sales of tickets for events can be conducted only by student groups which are recognized by the University and maintain an account with the KUSSI Accounting Office.

2. All ticket sales must be conducted through the Information Desk located in the Student Union Building or at the ticket office located at the venue. Other locations can be used with special approval from the On-Campus Sales Committee. Arrangements for the sale of tickets must be made with the KUSSI Fiscal Assistant at least one week in advance of the date of the sale.

3. Advance sales of tickets for events sponsored by other non-student University groups may also be conducted at the SUB Information Desk. Special arrangements for advance sale of tickets for events sponsored by these organizations are subject to the approval of the Director for Student Involvement and must be made at least two weeks in advance of the first day of the sale.

D. Registration Procedures and Guidelines for Sales and Fundraising:

1. All on-campus sales and fundraising activities must be registered with the Office for Student Involvement at least one week in advance of the sale date to guarantee review of the request.

2. In order to reschedule a sale or fundraising activity, notice of cancellation must be received by the Office for Student Involvement at least one week in advance of the originally scheduled date.

3. Requests for exceptions to the sales/fundraising limit shall be made in writing and directed to the Director of Student Involvement for review by the On-Campus Sales and Fundraising Committee.

4. All funds raised through the sale/fundraising activity must be deposited in an SGA activity account as designated by the Director for Student Involvement.

5. A copy of the sales/fundraising form, which is given to the sponsoring organization upon approval of the sale or fundraiser must be carried with the seller(s) at all times during the scheduled activity.

6. The Committee reserves the right to refuse to approve requests for sale dates that would interfere with or impede the sale of similar items by another organization which previously was issued a sales permit. This includes sales which would run concurrently or prior to such a previously scheduled sale.

7. All door-to-door activities, including sales and fundraisers, are prohibited.

8. Sales can be held in various indoor and outdoor locations around campus. The time of day for each sale will be determined by the location’s hours of operation, space availability, and schedule of events.

9. Sales held in residence halls must take place by the front desk of each hall or the immediate area
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and can take place from 7:00 p.m. through 11:00 p.m. only.

10. External sales held in the Student Union Building are subject to a rental fee for each table needed.

11. Raffles, lotteries, other forms of gambling, and other things in violation of local, state, and federal law cannot be conducted on campus. The On-Campus Sales and Fundraising Committee reserves the right to refuse to allow any sale or fundraiser that is inconsistent with the University’s mission or contractual obligations.

12. The normal routine and operation of the University may not be interrupted or disrupted by the sale/fundraising activity. The Director of Public Safety and Police Services shall be consulted if there is any doubt regarding the potential for disruption. If it is determined that the sale/fundraising activity has the potential for disruption, then the Director of Public Safety and Police Services, a representative from the group conducting the activity, and the group’s advisor shall meet to discuss preventative measures. If preventive measures cannot be developed and undertaken, permission for the activity will be denied.

13. Any sale or fundraising activity for which off-campus advertisement is planned is by definition to be considered potentially disruptive due to restricted campus parking policies. Consequently, the above procedures for review of plans should be implemented prior to registration of the sale.

14. The Student Housing Agreement precludes the use of student rooms for sales, for the storage of merchandise, or for any other commercial activity. The Housing Office allows exceptions to this policy for such activities as the sale of personally owned items such as textbooks and such personal services as typing.

15. Vendors promoting applications for financial services (e.g., credit cards) must provide each individual student with full written disclosure of the application’s intended use and expected outcomes.

16. Vendors of financial services are prohibited from providing “free” merchandise in exchange for student applications for services.

E. Contracts:

1. When sponsoring an external sale, a group must have a vendor agreement completed by the vendor.

2. Three original copies of the completed contract, after being signed by the vendor, must be submitted to the Office for Student Involvement at least two weeks prior to the scheduled sale or fundraiser.

F. Advertising and Promotion:

1. Approval for any off-campus advertising must be obtained at the time the sale or fundraiser is registered.
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2. On-campus advertising must be conducted in a manner consistent with University guidelines regarding the posting of information on-campus. Information distribution within the residence halls must conform with the Information Dissemination to Residence Hall Students Policy.

G. Off-Campus Fundraising:

1. All Kutztown University groups or individuals wanting to fundraise off-campus for University-related activities must obtain prior written approval from the Vice President of Enrollment Management and Student Affairs or designee who will act upon a recommendation from an Off-Campus Fundraising committee.

2. All funds raised off-campus for the University-related activities must be deposited in appropriate accounts as designated by the President or designee.

H. Failure to Comply:

Failure to comply with the foregoing procedures or any parts thereof shall result in one or more of the following:

1. Withdrawal of permission to conduct the sale or fundraising activity and/or revocation of sales and fundraising privileges for a specified period of time.
   a. An opportunity for an appeal to the On-Campus Sales and Fundraising Committee is available.
   b. On-campus sales/fundraising privileges will be suspended until the appeal is heard.

2. Disciplinary action through the Office of Student Conduct.

3. Other action consistent with federal, state, and local laws and University policies

Sexual Harassment Policy & Procedures (DIV-007)

Kutztown University is committed to creating an environment free of sexual harassment for all its employees and students.

Harassment on the basis of sex may constitute a violation of Title VII of the U.S. Civil Rights Act of 1964, a violation of Title IX of the Education Amendments of 1972, and/or a violation of the Pennsylvania Human Relations Act, Section 5A.

Sexual Harassment by an administrator, faculty member, staff or student will not be tolerated. The University will actively and expeditiously investigate any allegation of sexual harassment, and if it is determined that sexual harassment has occurred, the University will take appropriate disciplinary action. An employee found to have engaged in misconduct constituting sexual harassment will be disciplined. Disciplinary actions could include: verbal
warning, written reprimand, a requirement to attend counseling or training, suspension, or dismissal. A student found to have engaged in misconduct constituting sexual harassment will be disciplined, which may include dismissal from the university. Further, if a Kutztown University employee or student is sexually harassed by an off-campus vendor, the aggrieved party is encouraged to report this harassment to the Office of Social Equity.

Complainant: The person who is alleging the occurrence of sexual harassment.

Respondent: The person whose actions are alleged to have violated the sexual harassment policy.

CONFIDENTIALITY: In the interest of maintaining confidentiality, only parties to the complaint (i.e. complainant, respondent, witnesses, etc.) will participate in the investigation. Details of the complaint, as well as the names of the individuals connected to the investigation, will be disclosed only if necessary to protect the rights of any party involved or as otherwise required by law or collective bargaining agreement.

Definition of Sexual Harassment
Sexual advances, requests for sexual favors, and/or other verbal or physical conduct that is pervasive or severe and may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement; or

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or

3. Such conduct has the effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual Violence, Domestic Violence, Dating Violence and Stalking
In compliance with Title IX, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Violence Against Women Act, allegations of sexual violence, domestic violence, dating violence, and stalking will also be reported and investigated pursuant to this policy.

Where a complaint is filed against a Kutztown University non-student employee or off-campus vendor, pursuant to this policy, the complaint will be investigated by the Office of Social Equity. Where a complaint is filed against a student, the complaint will be investigated pursuant to the Student Code of Conduct Sexual Offenses Policy through the Dean of Students Office.

Sexual harassment of students, which includes acts of sexual violence (including, but not limited to, rape, sexual assault, sexual battery, and sexual coercion) is a form of sex discrimination prohibited by Title IX and includes physical sexual acts:

1. Against a person’s will;

2. Where a person is incapable of giving consent as a result of his/her use of drugs or alcohol; or
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3. Where an individual is unable to give consent due to an intellectual or other disability.

Domestic violence includes asserted violent misdemeanor and felony offenses committed by:

1. Complainant’s current or former spouse;

2. The complainant’s current or former cohabitant;

3. A person similarly situated under domestic or family violence laws; or

4. Anyone else against an individual protected under domestic or family violence laws.

Dating violence is defined as violence by a person who is or has been in a romantic or intimate relationship with the complainant. Whether such a relationship exists will be gauged by the length, type, and frequency of interaction between the complainant and respondent.

Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

Federal law prohibits sexual harassment, including sexual violence, domestic violence, dating violence and stalking and requires a prompt and equitable resolution of complaints. Pursuant to Title IX, “responsible employees” must report incidents of alleged sexual violence, domestic violence, dating violence, and/or stalking to Public Safety and the Title IX Coordinator. A “responsible employee” is any employee who:

1. Has the authority to take action to redress sexual violence;

2. Has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or

3. A student could reasonably believe has this authority or duty.

Pursuant to this policy, all Kutztown employees are considered “responsible employees” consistent with the above. Exceptions to the reporting requirement are pastoral counselors and licensed campus professional counselors acting in their capacity as such and certified Heart at KU volunteers while on call. When a university “knows or reasonably should know” sexual violence has occurred, the university must investigate and take immediate action to eliminate sexual violence, prevent the recurrence of sexual violence, and redress the effects of sexual violence.

Complainants are encouraged, but not required, to file a report with the Department of Public Safety and/or any other law enforcement agency. Kutztown University Public Safety employees should notify complainants of their right to file an administrative Title IX sex discrimination complaint with the university in addition to, and independent of, the criminal complaint. The university’s Title IX investigation is different from any law enforcement investigation, and a law enforcement investigation does not relieve the University of its independent
Title IX obligation to investigate a complaint. Complainants should take every precaution to preserve evidence as proof of sexual violence, domestic violence, dating violence, and stalking offenses. Absent unusual circumstances, within 60 days of a complaint of sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking being filed, the Dean of Students Office, in the case of allegations against a student, or the Office of Social Equity, in the case of allegations against a non-student employee or off-campus vendor, will seek to conclude the investigation and will notify the parties, in writing, there has been a resolution of the complaint. Where a complainant reports an alleged incident of sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking, the outcome of the complaint will be determined based on a preponderance of the evidence (i.e., it is more likely than not a violation has occurred). Depending on the nature of the allegation, the university may be required to notify law enforcement in order to protect the university community. Pending the resolution of the complaint, based on the circumstances, the university may be required to take or enforce remedial measures to prevent further contact between the parties. In addition, training and education are available to prevent the recurrence of sexual harassment, sexual violence, domestic violence, dating violence, and stalking.

Pursuant to Title IX requirements, the university’s Title IX Coordinator is Mr. Jesus A. Peña, Esq., and the Deputy Title IX Coordinator is Ms. Jacqueline C. Fox, Esq. The role of the Title IX Coordinator is to oversee investigations involving sexual harassment, sexual violence, domestic violence, dating violence, and stalking of students and employees to ensure university-wide compliance with Title IX. The offices of the Title IX Coordinator and Deputy Title IX Coordinator are located in the Office of Social Equity, Old Main A Wing, and either may be reached at 610-683-4700 or at socialequity@kutztown.edu.

Consensual Relationships
A personal, amorous or non-academic relationship may interfere with the faculty/student relationship and may violate standards of conduct expected of all faculty by the university. Personal, amorous or non-academic relationships should not be permitted to interfere with or compromise the academic integrity of the faculty/student relationship.

Sexual relations between a faculty member and a current student of that faculty member is determined by the university to be inappropriate and/or unethical. This determination also applies to relations between a graduate student and an undergraduate student when the graduate student has supervisory academic responsibility for the undergraduate. Furthermore, the determination also applies to relations between a current student and an administrator, coach, advisor, program director, counselor, or residential staff member who has supervisory responsibility for the student. As with the faculty/student relationship, this policy also covers employee/employee consensual relationships. An employee with professional responsibility or supervision of another employee who has real or potential power and authority over that individual in a variety of roles including, but not limited to, supervisor, mentor, committee member, etc., shall not abuse that power.

Absent contradictory evidence, an amorous or sexual relationship between individuals where one possesses or appears to possess authority or power over another is presumed to be exploitative and shall constitute unprofessional conduct. The consensual nature of such a relationship does not necessarily constitute a defense to a charge of sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking, or related unprofessional conduct especially when the indirect result of the relationship creates a hostile workplace or academic environment.
Therefore, any faculty member or employee in a supervisory role who enters into a sexual relationship with a student or another employee, enters into that relationship with risk. These persons will be subject to scrutiny if a complaint of sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking, is leveled against the faculty member by a student or against the “supervisory person” by the “subordinate person” or if a third party brings a complaint.

Responsibilities
Each dean, department chairperson, and/or administrative supervisor is responsible within his/her respective area for the implementation, dissemination, and explanation of this policy. Assistance in accomplishing these tasks may be obtained by contacting the Office of Social Equity. It is the obligation of each student, faculty member, and staff member to adhere to this policy.

This policy applies to all individuals on campus regardless of gender. Men may not sexually harass women, women may not sexually harass men, women may not sexually harass women, and men may not sexually harass men.

False Complaints
Any person who knowingly files a false complaint may be subject to disciplinary action, including dismissal from the university.

The University Procedure
STEP 1: ALL CHARGES OF SEXUAL HARASSMENT, SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING MUST BE REFERRED TO THE OFFICE OF SOCIAL EQUITY.
In order to ensure the effective handling of all incidents of sexual harassment, sexual violence, domestic violence, dating violence, and stalking, this policy requires that all such reports be directed to the same office on campus, namely the Office of Social Equity. At this first stage of the procedure, the individual or individuals who alert(s) the Office of Social Equity of a possible incident might not be the actual aggrieved party. Both the complainant and the respondent may be accompanied by an advisor, who is a member of the campus community, when meeting with Office of Social Equity staff.

A potentially aggrieved party may bring a complaint of sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking to a supervisor, department chair or dean, who, in turn, shall refer the complainant to the Office of Social Equity.

In the event there are two or more complainants and/or two or more persons (respondents) charged with sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking in the same set of circumstances, the Director of Social Equity or his/her designee within the Office of Social Equity, will decide whether the complaint will be handled jointly or separately. For purposes of this document, the phrases “the complainant” and/or “the respondent” may be plural.

The role of the Director of Social Equity, or his/her designee within the Office of Social Equity, in this procedure is to serve as a fact finder. The Director of Social Equity, or his/ her designee within the Office of Social Equity, must
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act in such a manner as to ensure that all parties to a complaint are protected by appropriate due process and confidentiality. Should the Director of Social Equity be accused of sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking, the Provost will act in his/her place. Should the University President be accused of sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking, the matter will be referred to the Pennsylvania State System of Higher Education, Office of the Chancellor.

STEP 2: THE COMPLAINANT MEETS WITH A REPRESENTATIVE FROM THE OFFICE OF SOCIAL EQUITY.
The purpose of this meeting is to discuss the complaint, to gather information, and to provide the complainant a copy of this policy, which sets forth the rights and procedures governing complaints. At this initial meeting, the Director of Social Equity, or his/her designee within the Office of Social Equity, clarifies for the complainant whether or not the allegations may constitute sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking. The Director of Social Equity, or his/her designee within the Office of Social Equity, then reviews the appropriate complaint procedure for the benefit of the complainant. Complainants are not required to file a written complaint.

STEP 3: THE COMPLAINANT WILL RECEIVE ADDITIONAL CLARIFICATION REGARDING UNIVERSITY PROCEDURES REGARDING THE ALLEGED VIOLATION AND GENERAL INFORMATION REGARDING COUNSELING
If requested by the complainant, the Director of Social Equity, or his/her designee within the Office of Social Equity, will provide general guidance for the complainant in order to:

A. clarify the nature of the alleged violation.

B. review the university’s complaint procedure.

C. review the complainant’s responsibilities of filing a written or oral complaint.

D. give guidelines for what a written complaint should contain, in the event the complainant chooses to file his/her complaint in writing.

E. apprise the complainant, in writing, of counseling, health, mental health, advocacy, and other relevant services.

F. apprise the complainant, in writing, of possible remedial actions with respect to changing transportation, academic, residence, or working situations, if reasonably available.

STEP 4: THE COMPLAINANT FILES A COMPLAINT
A complainant may file a complaint either orally or in writing. The complainant will be given the opportunity to provide the names of any witnesses and/or documentation in support of his/her complaint.

In the event that a complainant does not wish to file a signed complaint him or herself, the Director of Social Equity, or his/her designee within the Office of Social Equity, will prepare a written statement with the following information: the names of the complainant and the respondent, a short description of the alleged violation as stated by the complainant, and the date(s) of the alleged violation. Whether the complainant submits a written complaint or the Office of Social Equity prepares a written statement, the allegations will be investigated.
STEP 5: THE DIRECTOR OF SOCIAL EQUITY MUST DECIDE ON AN APPROPRIATE COURSE OF ACTION REGARDING THE COMPLAINT.

There are two possible courses of action following the filing of a complaint:

A. Based on the complainant’s written or spoken account of alleged harassment, sexual violence, domestic violence, dating violence, and/or stalking, the Director of Social Equity, or his/her designee within the Office of Social Equity, determines there is insufficient reason to proceed with a complaint and counsels the complainant regarding this decision. In this case, the investigation would stop at this point and the complainant would be notified of the decision of the Office of Social Equity.

B. Based on the complainant’s account of alleged harassment, sexual violence, domestic violence, dating violence, and/or stalking and a finding of sufficient reason to proceed, the Director of Social Equity, or his/her designee within the Office of Social Equity, will promptly initiate an impartial fact finding investigation.

STEP 6: THE RESPONDENT IS NOTIFIED OF THE COMPLAINT

Absent unusual circumstances, within 14 calendar days of a complaint being filed, the Office of Social Equity will notify the respondent that a complaint of sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking has been filed against him/her. Depending on the circumstances, the respondent will be notified either orally or in writing. If the notification is in writing, for reasons of confidentiality, the notification will be mailed to the respondent’s home address, unless the respondent is a student who resides on campus. Furthermore, if the notification is in writing, it will be sent by certified mail so that only the respondent can sign for it personally.

STEP 7: THE DIRECTOR OF SOCIAL EQUITY MEETS WITH THE RESPONDENT

Absent unusual circumstances, within 14 calendar days of having received notification of the complaint, the respondent must meet with the Director of Social Equity, or his/her designee within the Office of Social Equity, to discuss the complaint. The respondent will be given the opportunity to respond to the allegations and provide any and all defenses, as well as the names of any witnesses and/or documentation in his/her defense.

The University will take every precaution to protect the complainant and any witnesses from retaliatory action by the respondent. Retaliation is defined as any adverse action, which causes a tangible academic or employment detriment to an individual for engaging in a protected activity. In fact, the respondent will be informed he/she is not to retaliate against the complainant in any way nor against any other person connected to the complaint as that action may result in a separate disciplinary action. Further, the respondent will be informed he/she is not to communicate directly with the complainant regarding the claim of sexual harassment, sexual violence, domestic violence, dating violence, and/or stalking as this may be perceived as an attempt to discourage the complainant from pursuing the complaint. The Office of Social Equity will attempt to resolve the complaint informally, if appropriate. If the complaint is not resolved informally, a formal investigative process will follow.

STEP 8: THE OFFICE OF SOCIAL EQUITY SEEKS TO RESOLVE THE COMPLAINT AND/OR TO MEDIATE A SOLUTION

The Director of Social Equity, or his/her designee within the Office of Social Equity, may choose to meet with the complainant, absent unusual circumstances, within 7 days of having met with the respondent. Upon meeting with
the respondent and the complainant, the Director of Social Equity, or his/her designee within the Office of Social Equity, will seek to resolve the complaint. One of two outcomes is possible:

A. The Director of Social Equity, or his/her designee within the Office of Social Equity, is satisfied the respondent will make appropriate changes in his/her behavior. The Director of Social Equity, or his/her designee within the Office of Social Equity, meets with the respondent to counsel the respondent about resolution of the complaint (e.g. removing inappropriate pictures from a conspicuous location). A record of the resolution would be signed by the respondent and would be kept in the Office of Social Equity for three years. The Office of Social Equity will inform the complainant the matter has been resolved, without providing detailed information about the resolution.

B. A mediated solution could be achieved which is satisfactory to the complainant and the respondent. A record of the resolution would be kept in the Office of Social Equity for three years.

C. If the complaint involves an allegation of sexual violence, domestic violence, dating violence, or stalking, there shall be no attempt at mediation, as mediation will not be an option to resolve such complaints. Instead, the matter shall be referred to Public Safety, if not already reported, and/or resolved as set forth below.

STEP 9: ACTION BY THE UNIVERSITY PRESIDENT AND FINAL DISPOSITION OF THE COMPLAINT
If the complaint cannot be resolved as set forth in Step 8, the Director of Social Equity, or his/her designee, will continue the investigation to its conclusion. A report containing any and all factual findings will be submitted to the University President or his/her designee. Upon receiving the report, the President or his/her designee, will decide what action will be taken, including, but not limited to, the dismissal of the complaint or the imposition of discipline. The decision of the President or his/her designee is final.

All records of the formal process, including the decision of the President or his/her designee, will be kept in the Office of Social Equity for three years. In the event of an adverse ruling against the respondent, a copy of the decision of the President or his/her designee shall be placed in the respondent’s personnel file. The complainant will receive a letter from the Director of Social Equity stating there has been a resolution of the complaint, without providing specific details regarding the resolution.

Training
Employee and student training as to the contents of this policy is available on an annual basis throughout the year, both in person and electronically. Additionally, Kutztown University employees are required to participate in this training on an annual basis.

Policy Dissemination
A current hard copy of this policy is available in the following locations: the student handbook, The Key; the President’s Office; the Office of Social Equity; the Department of Public Safety; the Dean of Students Office; the Women’s Center; and the university Library’s collection. Hard copies of this policy may be obtained from the Office of Social Equity. An electronic copy of this policy is available in the following locations: the Kutztown University website under “Policies”; the Office of Social Equity webpage under “Links of Interest”; the Dean of Students Office webpage; Student Conduct webpage using the Title IX link under “News, Notes & Links”; the Housing, Residence
Social Equity Policy & Procedures *(DIV-008, DIV-009)*

**NON-DISCRIMINATION STATEMENT**
Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. To discuss a complaint of discrimination, please contact the University’s Title IX Coordinator located in the Office of Social Equity, Old Main A-Wing, Room 02, by phone at 610-683-4700 or by e-mail at pena@kutztown.edu or the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100, by phone at 800-421-3481 (TDD: 800-877-8339), by fax at 202-453-6012, or by e-mail at OCR@ed.gov.

**Other Resources Available**
One or both parties may find it helpful to garner the assistance of the University Counseling Center, Women’s Center, GLBTQ Resource Center, Office of Multicultural Services, Public Safety and Police Services, the Office of the Dean of Students, or other campus resources.

**Non-Sponsored Demonstrations, Presentations, and Non-Commercial Literature**

**Distribution Policy (COT-002)**

**A. Purpose**
The Kutztown University campus is for the primary use by its students, faculty and staff in their efforts to advance the educational mission of the university. Kutztown University recognizes its role as a public university to encourage the exchange of ideas and/or viewpoints. As such, Kutztown University is open to the presentation and free exchange of ideas by those who may, not necessarily, be affiliated with the University. The University has a significant interest to protect the educational experience of the students in the furthering of its educational mission by ensuring students’ safety, security and fostering diversity.

To that end, this policy sets forth certain practices that enable the exchange of ideas while protecting the orderly nature of the campus.

**B. Scope**
This policy applies to all entities who intend to utilize the campus to exercise their constitutionally protected rights to free expression through presentation, demonstration or the distribution of non-commercial literature.

**C. Definitions**
1. Distribution of non-commercial materials refers to such activities of a personal transaction nature that makes available paper or other material items which do not include the sale of goods or services or solicitation for funds.

2. Public Demonstration refers to an assembly of individuals for the purpose of expressing their views.
Chapter 3: Policy Information

3. Presentation refers to any public display of information to express a viewpoint. This also applies to orally expressed viewpoints by use of amplification devices.

4. Routine Operational Hours refers to standard workday hours and those evening times when public events occur.

D. Policy and Procedure

1. All entities are encouraged to provide advanced notice to the Chief of Police Services or his/her designee of their intent to utilize the Kutztown University campus for the purpose of non-commercial literature distribution, public demonstration or presentation.

2. The permitted activity shall not:
   a. Obstruct vehicular, pedestrian, bicycle or other traffic;
   b. Obstruct entrances or exits to the buildings or driveways;
   c. Interfere with educational activities inside or outside of the building;
   d. Engage in any disorderly conduct as defined by applicable state and local statutes and/or ordinances;
   e. Interfere with or preclude a scheduled speaker from being heard;
   f. Interfere with scheduled University operations, ceremonies or events;
   g. Damage property, including but not limited to lawns, shrubs or trees;
   h. Disturb the peace as defined by applicable state and local laws, statutes and/or ordinances;
   i. Engage in any conduct deemed to be unlawful by any applicable state and/or local law, statute and/or ordinances.

Should the activities of any group interfere with the operation of the University, jeopardize public safety, and/or fail to abide by the standards set forth above, campus public safety officials may take action as they deem appropriate, including, but not limited to, moving the event to another location, changing the time of the event or terminating the event. Failure to abide by the directive of campus public safety officials may result in arrest.
Chapter 4

Living and Learning
Chapter 4: Living and Learning

**Bear Bucks**

Bear Bucks is a prepaid debit balance attached to the KU ID Card that can be used to purchase food, merchandise, and services, on and off campus. Bear Bucks acts just like a debit account, but with no danger of overdraft. You can deposit money using cash, check, or a credit/debit card then simply swipe your card at any venue that takes Bear Bucks.

It’s safe. Forgot your cash? Didn’t have time to stop at the ATM? No problem! Your Bear Bucks is always available and usable only by you.

It’s reloadable, 24/7. If you’re running low in your account, students can just log into MyKU to add more with a check or credit card or they may stop at the KU Card Office to load their card with cash or check during normal business hours.

It’s convenient. You might not always have your wallet with you, but because you use your card for meals, door access, library privileges, and pretty much everything else, chances are you will have your ID card with you. And, Bear Bucks funds remain in the student’s account until the student leaves the university.

Some restrictions. You cannot use Bear Bucks to purchase alcohol or tobacco products at any location on or off campus. You cannot withdraw money from your Bear Bucks account unless you leave or graduate from the university.

Please visit our website at [https://www.kutztown.edu/kucard](https://www.kutztown.edu/kucard) for all the information regarding the Bear Bucks program and a complete list of our on and off campus merchants.

Follow us on Facebook (KU Card Office), Twitter and Instagram @KUCardOffice - for Bear Bucks updates and merchant deals, discounts and specials, etc.

**Career Development Center**

The Career Development Center offers a comprehensive array of programs and services that support and facilitate career development for all students and empower them to choose and attain personally rewarding careers. Career planning is an educational process through which individuals can understand the relationship between their capabilities and interests; their University experiences and professional opportunities outside the University; and the steps necessary to prepare for those opportunities. Most need time to accomplish these steps and students should begin to explore possible options early. This process involves learning about various majors and working environments, the skills needed by employers, and the directions in which a career may evolve. Job Shadowing and Internships are highly recommended as part of this process.

Students must identify their interests, abilities, and skills. Rather than ask “What can I do with a major in ______?” they should ask, “What careers will use my skills and abilities?” To acquire employment, individuals research the type(s) of work desired and the specific organizations that provide the work, interview for jobs through which
career or professional objectives can be met, and then select from the options available the one that best meets their needs. During this phase, students must ask, “Who hires people to do what I want to do?” This process requires skills in such areas as writing effective cover letters and resumes, interviewing techniques, and job search strategies to enhance interaction with employers. The Career Development Center will not “get you a job,” but it will provide an environment in which talented individuals and exciting career opportunities can find each other. The goals of this integrated career planning and employment acquisition process are for Kutztown University students and alumni to:

- Think of themselves as educated professionals with skills and abilities that have value to employers,
- Think in terms of functional responsibilities rather than merely linking a major to jobs,
- Acquire and develop the skills necessary to become self-reliant and informed decision makers,
- Prepare for a competitive job market, and
- Develop their potential of becoming self-reliant managers of their own careers.

Resources:
The following resources and services are available to assist students:

Assessments and Evaluations:
To help students better identify their skills, abilities, and interests, the Career Development Center offers assessment instruments.

Career Presentations and Workshops:
Employer panels and info sessions, resume/cover letter writing, interviewing techniques, job search strategies, dining and workplace etiquette, and preparing for graduate and professional school.

Fairs:
Internship, job and graduate school fairs are held each year.

One-on-One Appointments:
Students are encouraged to meet with a Career Coach to discuss major selections, career options and goals, internships and related experiences, individual job search strategies, effective interviewing techniques, and/ or other related concerns.

On-campus Interviewing:
Employers visit each semester to recruit and interview students for internships and full-time positions.

Internships & Related Experiences: Resources and support are offered to help prepare & connect students with job-shadowing and internship opportunities.

Review Service:
Students are encouraged to have their resume, cover letter, and graduate admission essay reviewed, to develop successful professional writing skills.
Chapter 4: Living and Learning

**KU Career Network:**
The primary online resource for preparing and connecting students and alumni with employers, which includes:
Internships and job posting, employer profiles, and mock interviews.

**Career Library:**
Includes books and articles on career planning and graduate school information.

For more information please contact the Career Development Center at 610-683-4067 or visit www.kutztown.edu/careercenter.

**Community Outreach Center**
The Community Outreach Center, in MSU 281, is the KU hub for student-led community service and social advocacy work. The center promotes mutually beneficial collaborations between the University, the Lehigh/Berks County communities and beyond. Students can get involved in numerous volunteer opportunities such as America Reads and Counts, Big Brothers/Big Sisters, Special Olympics, before/after school mentor programs, environmental cleanups, blood drives, soup kitchens, alternative spring break trips and more! The Community Outreach Center can be reached at 484-646-4127 or volunteer@kutztown.edu. The America Reads and mentoring coordinator can be reached at 610-683-4065 or americareads@kutztown.edu. We welcome individual students, groups of friends, and student organizations to visit us and find out how you can get involved! Transportation provided for most of our projects, and work-study positions also available if you qualify through financial aid.

**Commuter Services**
The Office of Student Involvement located in MSU 153 provides specialized programs and services for non-traditional and commuter students. Commuter Services offers a variety of retention-based programs, services and information aimed at helping commuter students succeed at Kutztown University.

**Commuter Lounge**
Located on the upper level of the McFarland Student Union, the Commuter Lounge is the home away from home for many commuters and adult students. With a kitchenette featuring a refrigerator and microwave, campus phone, computers, charging ports, and friendly faces, the Lounge is a place where commuters can connect and just relax or study in the friendly confines of a comfortable and convenient space.

**Lockers**
The Information Center in the main lobby of the McFarland Student Union rents lockers for $15 a year. $10 is refunded at the end of the year.
Chapter 4: Living and Learning

Programming
The Office of Student Involvement coordinates many programs for commuter students throughout the year including Commuter Tuesdays and the Stress-Free Zones. Most programs are located in the McFarland Student Union for maximum convenience.

Involvement
With busy lifestyles and various obligations, many adult students find it difficult to get involved. The Office understands this and offers a few ways to stay involved but not overextend the time required to participate. Involvement opportunities include the Alpha Sigma Lambda Honor Society, the Commuter Student Association, and the Off Campus Advisory Council.

Counseling & Psychological Services (CPS)

Counseling and Psychological Services offers short-term, time limited counseling services to matriculated undergraduate and graduate students struggling with emotional and psychological difficulties. Our faculty counselors work with students in order to foster personal and academic growth and success.

CPS services include individual and group counseling, outreach, crisis intervention, and psychiatric consultation and treatment (for students receiving CPS counseling services). In order to avoid dual relationships, students who receive counseling services through CPS, may not concurrently or subsequently work at CPS (as a practicum student, intern, student worker or graduate assistant, etc).

Psychological services are provided by doctoral and masters level mental health professionals who hold faculty-status at the university, and thus are called Faculty Counselors. Services are also provided by masters and doctoral level student counselors in-training under the supervision of professional faculty counselors.

Students who require more intensive, long-term or specialized psychological services not offered by CPS will be offered referrals to appropriate services in the community.

Counseling services provided by CPS are confidential, within the limits of applicable laws.

CPS is located in Beck Hall 122 and is open 8:00 a.m. until 4:00 p.m. Monday through Friday, with extended hours until 6:00 p.m. on Tuesdays (for scheduled appointments only). After 4:00 p.m. on weekdays, and on weekends when CPS is closed, students experiencing a mental health crisis may contact the Health and Wellness Center at 610-683-4082 (also on the first floor of Beck Hall), Public Safety in Old Main at 610-683-4001 or Service Access and Management (SAM), the Berks County mental health crisis agency at 610-236-0530 or toll free at 1-877-236-4600. SAM has crisis workers available 24/7, 365 days per year. You may also go to your nearest hospital emergency room.
Dining Services

MyTime Meal Plans & Dining Flex Dollars
Any student registered for classes may purchase a meal plan. The Dining Program offers a number of meal plan options (please visit the Kutztown University Dining website for updated meal plans costs):

MyTime Dining Diamond Meal Plan
Provides unlimited access to both all-you-care-to-eat residential dining locations 24 hours a day 7 days per week, plus 16 guest meals and $250 in dining flex per semester.

*MyTime Dining Platinum Meal Plan
Provides unlimited access to both all-you-care-to-eat residential dining locations 24 hours a day 7 days per week, plus 16 guest meals and $150 in dining flex per semester.

*MyTime Dining Gold Meal Plan
Provides unlimited access to both all-you-care-to-eat residential dining locations 24 hours a day 7 days per week, plus 8 guest meals and $50 in dining flex per semester.

MyTime Dining Maroon Plus Meal Plan
Provides unlimited access to both all-you-care-to-eat residential dining locations 24 hours a day 5 days per week, plus 5 guest meals and $200 in dining flex per semester.

MyTime Dining Maroon Meal Plan
Provides unlimited access to both all-you-care-to-eat residential dining locations 24 hours a day 5 days per week, plus 5 guest meals and $50 in dining flex per semester.

MyTime Dining 150 Block Meal Plan
This plan provides those students who are not required to have a meal plan the flexibility to use 150 meals per semester with access to both all-you-care-to-eat residential dining locations 24 hours a day 7 days per week, plus 5 guest meals and $250 in dining flex per semester.

MyTime Dining 75 Block Meal Plan
This plan provides those students who are not required to have a meal plan the flexibility to use 75 meals per semester with access to both all-you-care-to-eat residential dining locations 24 hours a day 7 days per week, plus 5 guest meals and $100 in dining flex per semester.

MyTime Dining 500 Flex Meal Plan
This plan provides those students who are not required to have a meal plan the flexibility to eat at any KU dining location and pay with dining flex dollars.

MyTime Dining 250 Flex Meal Plan
This plan provides those students who are not required to have a meal plan the flexibility to eat at any KU dining location and pay with dining flex dollars.

Your dining flex maybe used 7 days a week at any campus-dining venue. Students living in traditional and suite style residence halls must select one of the 24/7 meal plans. Students living off campus, commuting or living in the Golden Bear Village Apartments, Honors Building, and efficiency apartments in Dixon Hall have the option to choose any meal plan if they desire to do so.
For instructions on signing up for a meal plan, adding dining flex dollars and other dining service information and more, please visit [www.kutztown.edu/dining](http://www.kutztown.edu/dining).

**Dining Locations**

South Dining Hall and Cub Café
- The South Dining Hall offers unlimited dining at a variety of food stations and features 24/7 dining, on the first floor.
- The Cub Café in the McFarland Student Union also offers unlimited dining at a variety of food stations.

Both South and the Cub Café accept your meal plans as well as dining flex dollars, cash, Bear Bucks, MasterCard, and Visa at a walk in rate per visit.

**Retail Dining Locations:**
**Accepts Dining Flex Dollars, Cash, Bear Bucks, MasterCard & Visa (Meal plan swipes are not accepted at retail areas.)**
- The Rohrbach Library serves Java City Coffee at the Book & Brew.
- Fresh Market Smoothies is located in the Student Recreation Center offers healthy and yogurt-based smoothies.
- Bear's Den in the McFarland Student Union Building features Starbucks.

**Dietary Needs**

Students with special dietary needs or intolerances can contact Dining Services at 610-683-1314 or kudiningservices@kutztown.edu to request an appointment with Aramark’s Food Production Manager.

**ARAMARK Dining Vendor**

Aramark is the food provider for Kutztown University. We invite you to visit their website at [https://kutztown.campusdish.com/](https://kutztown.campusdish.com/) for menus, nutritional information, dining venues, hours of operation and much more. Like Kutztown Dining on Facebook ([www.facebook.com/kutztownndining](http://www.facebook.com/kutztownndining)) or follow us on Twitter (@KU_Dining) and Instagram (kutztownndining) to stay up to date on all the latest dining events and promotions. For more information, please call 610-683-4921.

**Terms and Conditions of Refund Adjustments**

All changes and cancellations of a meal plan or dining flex dollars will be reviewed through the first five weeks of class. All requests will be reviewed on an individual basis according to the university policy. Changes will NOT be accepted over the phone.

Students who graduate in December, or do not return for the spring semester, are not eligible for any refund adjustment of their unused dining flex dollars or meal plan. KU Dining Services will not issue a refund for less than one dollar.
Dining Policies

- Smoking is prohibited.
- Proper clothing, including shirts and shoes, must be worn.
- With the exception of service animals, pets are not permitted in dining areas.
- Book bags are not permitted in the Cub Café.

Regulations for Entering Dining Areas

Student KU IDs must be presented to the cashier for each entry into the South Dining Hall and/or Cub Café if using a meal plan, dining flex dollars or Bear Bucks.

You may NOT lend your KU ID to anyone for purposes of using a meal swipe, dining flex dollars or Bear Bucks. Misusing a student’s KU ID will result in disciplinary action. Full current semester dining fees may be levied as a fine if found responsible.

Dining Flex Dollars Terms and Conditions

Any student registered for classes may open a Dining Flex Dollar account. Unused dining flex dollars are non-refundable and non-transferrable. Remaining dining flex dollar balances at the end of the fall semester will rollover to the spring semester. Remaining balances at the end of the spring semester DO NOT ROLLOVER and will not be refunded.

Enforcement of Dining Hall Regulations

Enforcement is the responsibility of the University and/or Dining Services employees. If asked, a student must provide his or her KU ID upon request. Employees shall submit an incident report to the Dean of Students Office for adjudication in accordance with student conduct procedures and prosecution to the fullest extent of the law.

Conduct in the Dining Service Areas

All students and guests are expected to conduct themselves in a mature, civil manner at all times. This includes extending common courtesy to all personnel and peers while in the dining facilities.

1. There will be no removal, damage, or destruction to furniture or property in dining facilities.

2. The throwing of objects will not be tolerated.

3. Excessive noise or abusive language is not conductive to a positive social environment. Such incidents are violations of Kutztown University regulations.

4. All persons are responsible for returning all dishes and eating utensils to the dish room window in the South Dining Hall or Cub Café in the McFarland Student Union.

5. Orderly conduct is essential. The rights of those persons orderly waiting their turn in line will be upheld.

6. Persons using the South Dining Hall or Cub Café shall enter and exit the building via the main entrance doors and appropriate exit doors.
7. Food (with the exception of fruit and hand-held desserts), beverages, dishes, and eating utensils may not be taken from the South Dining Hall or Cub Café. The Cub Café does have a take-out food option Monday – Friday from 11:00 a.m. – 7:00 p.m. See the Cub Café cashier for additional information.

8. Property taken from the dining locations will be considered stolen property and individuals may be held accountable through the University Judicial process of the University Police.

**Dining Regulations and Procedures**

Any student may enter the dining areas and purchase food through their meal plan, dining flex dollars, Bear Bucks, cash, or credit cards (Visa, MasterCard). KU identification cards are used for the purpose of securing meals and dining flex dollars and Bear Bucks. The KU Card Office is located in the Academic Forum.

Persons attempting to enter the South Dining Hall or Cub Café or leaving other dining facilities without paying may be reported to the Student Conduct office for adjudication in accordance with the student conduct procedures and prosecution to the fullest extent of the law.

**Questions or Comments**

Please call KU Dining Services 610-683-1314 or drop by Old Main 106 “A” wing Housing & Dining Services Office or email kudiningservices@kutztown.edu.

**Disability Services**

Kutztown University is committed to increasing access and opportunity for individuals with disabilities by creating a welcoming and respectful learning environment and promoting equity and fairness to all. KU adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and its amendments.

The Disability Services Office coordinates services and accommodations to ensure that individuals with disabilities have access to programs, services and facilities. When requesting reasonable accommodations, it is the responsibility of the student to self-disclose to the Disability Services Office and to provide documentation of the disability. Please note: Physical injuries, PTSD or TBI incurred from military service are also covered. All records are confidential.

Reasonable accommodations may include, but not be limited to, extra test time, distraction-reduced testing environment, classroom note taker, alternate text format, use of recorder in the classroom, priority registration, and other auxiliary aids and services. For students with disabilities and their helpers, please note the “Emergency Evacuation for Persons with Disabilities” at: https://www.kutztown.edu/about-ku/administrative-offices/disability-services-(dso)/current-students/evacuations.htm.

Disability Services seeks to provide an atmosphere of support and affirmation for students with disabilities. Students with concerns regarding compliance should contact the Disability Services Office, 215 Stratton Administration Center, 610-683-4108. The Director of Disability Services will investigate the complaint and work toward a resolution. If the student is unable to resolve the matter with the Director in this informal stage, the
student may then follow the formal grievance process through the Office of Social Equity, Old Main 02, 610-683-4700.

The Disability Services Office is located at Stratton Administration Building 215. For more information, please visit www.kutztown.edu/DSO or call 610-683-4108.

Emergency Closing Announcements

The University has established a phone line 610-683-4649 dedicated for emergency closing information. In the event of weather, power failure or other emergencies a message will be placed on this line to provide the caller with any special information regarding changes in class schedules, activities, and business hours. NOTE: When no emergency conditions exist, the message that will be heard is: "This is the Kutztown University emergency message line. At the present time there are no changes in the University’s operating schedule."

University Weather Delays, Cancellations and Closing Information

University information can be obtained in several ways:

- The weather hotline at 610-683-4649
- The KU homepage at www.kutztown.edu
- KU Alert: We will once again be using the KU Alert system to relay weather-related information via text message and email. If you are not already registered, please visit www.kutztown.edu/kualert.
- Email at your Kutztown.edu email address from kualerts@kutztown.edu
- KU’s official Facebook page (www.facebook.com/KutztownU) and Twitter (www.twitter.com/KutztownU) pages
- WFMZ Channel 69 and its affiliates

Please be aware that we have to make decisions that effect on-campus residents as well as our commuter students, and that the weather forecast can change by the minute. We do not have “snow make-up days” as the school districts do, so every class that is cancelled needs to be rescheduled. We understand that rescheduled times may be inconvenient for faculty and students alike, and we encourage faculty to work with students when these situations arise.

While we will do our best to keep the university open, we try to make the most educated decision based on the forecast as early as possible. It is best, however, to continue to check the hotline during your commute in the event that a later weather decision is made.
Financial Aid

Financial Aid Services is located in Stratton Administration Center 209. The telephone number is 610-683-4077. Financial aid is available to afford the student access and choice when considering post-secondary education. A basic principle of financial aid is the primary responsibility for educational costs must be assumed by the family, including the student. The family’s resources - both student’s and parents’ - are federally computed to calculate an index for determining eligibility for the financial aid programs. Aid from federal, state, private and institutional sources are used to assist in covering educational expenses to the extent that funds are available.

Financial Aid Services’ major functions includes processing aid application information for the purpose of delivering federal and state aid to eligible students, administering institutional and private aid as well as counseling students. This assists in the University’s efforts to provide access and the recruitment and retention of students.

The amount of financial aid is dependent upon the extent of the student’s need and availability of funds. Typically, aid is processed for the entire year, which consists of two semesters of 15 weeks for a total of 30 weeks of instruction time.

Students seeking financial aid are required to submit the Free Application for Federal Student Aid (FAFSA). The FAFSA must be filed each year by our priority filing deadline of February 15 to be considered on time for all forms of aid. This process applies to both in-state and out-of-state students seeking consideration for all available aid from the institution.

Student and Parent Loans

The Financial Aid Office will automatically certify a Federal Direct Stafford Loan for students who complete a Free Application for Federal Student Aid (FAFSA). First-time borrowers or students who have not had Direct Stafford Loans before must go to studentloans.gov to (1) complete entrance counseling and (2) sign a master promissory note. The student will use their FAFSA FSA ID to electronically sign the master promissory note. Loan funds are delivered via EFT to the Office of Student Accounts at the beginning of each term.

To decline the Stafford loan, the student must complete a Loan Change Form and return it to the Financial Aid Office. A loan cancelled for fall is automatically cancelled for the whole year. The Loan Change Form is available in the Financial Aid Office or online:

- Go to www.kutztown.edu.
- Click on “Current Students” link then click on the “Financial Aid” link.
- On the Financial Aid Office’s website, click on the “Forms” link. Parents seeking to borrow the parent PLUS loan also apply at studentloans.gov. If a parent is denied a PLUS Loan, the student may be eligible to receive more unsubsidized Stafford Loan funds.

Financial Aid Progress Requirements

Continued aid eligibility for incumbent students requires maintaining financial aid progress toward a degree. This measure is both quantitative (completion rate based on credits) and qualitative (GPA) in nature.
Financial aid progress requirements are not the same as the University’s academic policy. Advice from an academic advisor may differ from what is needed to maintain financial aid eligibility.

Financial Aid progress is measured after every period of enrollment (fall/winter, spring, summer). If a student drops below the minimum requirements following a term of good financial aid standing, they are permitted to have a financial aid warning term in which they will still receive federal Title IV financial aid. If they do not regain satisfactory financial aid progress by the end of the warning term, they will lose all federal Title IV aid until they have met the following financial aid progress requirements or are granted a semester of appeal.

The financial aid progress policy is a two-part policy:

1. Successfully complete 2/3 of the total cumulative credits attempted (credits attempted are all credits which the student is enrolled in at the end of Drop/Add).

2. Maintain a cumulative 2.0 GPA.

Every time a course is repeated, it will be included in cumulative credits attempted. However, the repeated course will only be counted as credits earned the first time a passing grade is received.

Only credits earned from a course in which the student was actually enrolled will count for financial aid progress. CLEP credits, credits received by challenge exam, and credits received as a result of placement testing to determine proficiency are not included in the financial aid progress formula and cannot be used to make progress.

Students who need to raise their GPA will need to take classes at Kutztown University, as transfer credits do not affect the GPA at KU. Taking classes at another institution will increase a student’s completion average, but will not necessarily be enough to regain financial aid eligibility.

**Withdrawing & Impact on Financial Aid**

Financial Aid Services strongly recommends that a student who is considering withdrawing from a course or from an entire semester meet with a financial aid counselor before taking any action. The counselor can explain how the withdrawal will affect the student at the time of the withdrawal or in subsequent semesters for measurement of financial aid progress.

Also, based on the return of funds calculation for the different types of aid, the student could be obligated to repay any refunds from financial aid that the student was given prior to withdrawing or the student could owe the Office of Student Accounts for costs that are no longer being covered by financial aid based on the withdrawal date.

Please visit the Financial Aid Office website [www.kutztown.edu/financialaid](http://www.kutztown.edu/financialaid) or contact the office for assistance.

**Health & Wellness Services**

The Health & Wellness Center at Beck Hall includes the following departments:

- Clinical Services
- Health Administrative Services
Chapter 4: Living and Learning

- Health Promotion and Alcohol & Other Drugs Services
- Counseling and Psychological Services

Health and Wellness Service is accredited by Accreditation Association for Ambulatory Health Care, Inc. www.kutztown.edu/healthandwellness, 610-683-4082.

Clinical Services
All undergraduate students who are currently enrolled in classes and have paid the semester health center fee are eligible for healthcare services. Graduate students who choose to pay the health center fee will have access to health center services. The facility is an ambulatory healthcare center, where students are seen by a professional nursing staff and, if appropriate, a family practice physician, or a physician assistant. Students are encouraged to schedule an appointment by phone. The availability of a walk-in appointment will be determined by the daily schedule and demand for services. All emergencies are referred to local hospitals. Listed below is an overview of services provided:

- Nurse appointments for minor illnesses or injuries
- Physician/Physician Assistant appointments
- Appointments with RN Nurse Navigator
- Women’s healthcare services by a physician assistant
- Administration of allergy injections and some vaccines including flu vaccines.
- Limited on-site laboratory testing
- STD screening and treatment

Students are encouraged to bring their student ID and insurance information to all appointments. While no third-party billing is done, the health insurance information will be needed for any off-campus referrals and laboratory testing provided in-house. Other services that will incur a fee are:

- Dispensing of a prescription medication
- Laboratory testing
- Allergy injections

A self-care station is available during the hours of operations for Clinical Services at no additional charge. The station contains first-aid supplies, some over-the-counter medications (acetaminophen, ibuprofen, etc.) and condoms.

Hours of Operation
Current hours are posted on our website.

Confidentiality
To ensure the compliance with the HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Education Rights and Privacy Act), Clinical Services will adhere to the procedures established to protect health information of the students seen in Clinical Services.
Clinical Services will provide excuses in a limited number of situations when absence from class is warranted. No excuses will be provided when students are treated by non-university providers or not seen at the time of the illness. Staff verification of student encounters (excuse of a note or visit) violates the HIPAA regulations and will not be provided.

**Health Administrative Services**

This unit provides administrative support to Clinical Services in the following manner:

- Coordinates the submission of required medical forms
- Coordinates the billing fees for Clinical Services
- Coordinates the requests for medical records

For more information about programs and services sponsored by Health & Wellness Services, please visit [https://www.kutztown.edu/about-ku/our-campus/maps/health-and-wellness-center.html](https://www.kutztown.edu/about-ku/our-campus/maps/health-and-wellness-center.html).

**Health Promotion and Alcohol & Other Drug Services**

A full-time director for Health Promotion and Alcohol and Other Drug Services (HPAOD) and a team of graduate and undergraduate students provides activities and programs that encourage healthy lifestyle choices.

Services feature peer-to-peer educators who plan, organize and implement educational prevention wellness programs. Some of the activities include health expos, wellness prevention programs, and interactive educational displays for students. The office is open during the weekdays and by appointment. The phone number is 610-683-4082, Option 3.

Alcohol and other drug (AOD) programming provides campus and community support in implementing strategies to reduce high-risk drinking and other drug use. Staff members conduct campus alcohol risk assessments, facilitate the BASICS (Brief Alcohol Screening & Intervention for College Students) program, provide risk management programs for students, coordinates an alcohol education program for first-year undergraduate students and CASICS (Cannabis Abuse Screening and Intervention for College Students) program. HPAOD services also provide technical assistance for The President’s Roundtable on Alcohol & Other Drugs. The Roundtable is a community coalition aimed at implementing environmental strategies to reduce risks associated with alcohol and other drug use.

**International Student Services**

Kutztown University recognizes that international students studying at KU have a unique set of needs, including adjusting to a new country and educational system as well as learning the rules and regulations of maintaining their F-1 or J-1 nonimmigrant student status. The Office of International Admissions and Services has been designated to assist international students with their adjustments to the U.S. and KU and also in their interaction with the Students and Exchange Visitor Program (SEVP). Located in Boxwood House, the Office of International
Admissions and Services offers both appointments and walk-in hours to assists international students. Important and useful information for international students is online at www.kutztown.edu/international.

**KU Identification (ID) Cards**

The ID card is an official Kutztown University photo ID card. In addition to identifying the relationship to Kutztown University, the card provides access to campus events and activities, residence halls/other buildings, the Library, meal plans, flex dollars and Bear Bucks. Meal plans, flex dollars, and Bear Bucks can only be used via the ID card. All Kutztown University ID cards are issued by the KU Card Office located in the Academic Forum room 107. Each cardholder is permitted to have only one valid card at any time. A fee is charged for each new ID card issued. Each potential cardholder must present a photo ID showing his/her name, and the photo on the ID must resemble the potential cardholder before a KU ID photo will be taken. The cost for a Kutztown University ID card is $15.

Undergraduate students who pay the advanced registration deposit have their first ID charge included in the fee. The application fee for Master students includes the ID charge. Master students whose application fees are waived by the university also have their first ID fee waived. All other students who have not paid one of the inclusive fees above or had it waived, will have an “ID Fee” added to their University student account, payable online or at the Office of Student Accounts located in the Stratton Administration Center room 225.

The replacement fee for a lost or stolen student ID card is $15. The replacement fee also applies to legal name changes. Visibly damaged cards (e.g. visible scratches on the back mag stripe, holes punched in the card, etc.) also carry a replacement fee. Non-functioning cards with no visible damage, faded or unrecognizable photos, or cards where the University has made an error, will be replaced at no charge if the nonfunctioning card is turned in to KU Card Office.

A student ID card does not expire, but is suspended indefinitely when the student leaves the university. Students are not required to relinquish their cards when they leave or graduate from the University.

The KU ID card should be in the cardholder’s possession at all times. Cards may be confiscated if presented by someone other than the cardholder or if the card is or was used inappropriately or illegally. Fraudulent use of the card, the data printed on it, or the data encoded on its magnetic stripe may result in disciplinary action.

Tampering with a KU ID card, attaching labels or stickers or punching holes in the KU card is prohibited. Any of these actions could interfere with the electronic reading of the card. Any alteration or fabrication of the card will subject the holder to disciplinary action by the University.

Use of the KU ID card indicates agreement to the terms and conditions that govern its use. Changes in the terms and conditions will apply to all cards in circulation and in use at that time and will supersede the terms and conditions in effect at the time the card was acquired.

The Cardholder is responsible for the security of the card, the information printed on it, and the information encoded in the magnetic stripe. If a card is lost or stolen, it is up to the cardholder to suspend the card to prevent fraudulent use. If the cardholder finds the card and has suspended it online, he or she can reinstate it online as well. If the card is suspended by the KU Card Office, the cardholder must bring the found card into the KU Card Office.
Office for photo verification before the card can be reinstated. Once a card has been removed from the card system (i.e. replaced with another card with a new card number) it cannot be reinstated.

The rights and privileges associated with the card are non-transferable and are contingent upon active status with the University.

Cardholder information is confidential as defined by FERPA; the KU Card Office must comply with all government agencies and with Kutztown University’s Office of Public Safety and Police Services to aid with investigations. Information is shared with other University offices on a need-to-know basis.

**Kutztown University Student Services, Inc. (KUSSI)**

Kutztown University Student Services, Inc. (KUSSI) is an independent, nonprofit affiliate of Kutztown University. KUSSI works with the University and the Student Government Board (SGB) to provide free and low cost services to students and student-led organizations. KUSSI offers services to students through three operating divisions including the KUSSI Service Center, KU Campus Store and Dixon Marketplace. For additional information, please visit the KUSSI website at www.kutztown.edu/kussi. KUSSI does not receive subsidies of any kind and contributes the majority of its surplus to student organizations, scholarships, and campus athletics.

**KUSSI Service Center**

KUSSI Service Center, in MSU 171, provides a multitude of accounting and auxiliary services to students and student-led organizations. The service center provides SGA Accounting services (such as deposits, purchase orders, check requests) to all Gold status (sponsored) student organizations on campus, and manages private accounts and cash boxes for all Maroon status (registered) student organizations. This office further supports student organizations through the SGA budgeting process and funding initiatives, along with SGA vehicle rentals and copier services for eligible organizations. KUSSI Service Center also manages a variety of student-related Auxiliary services, including campus laundry facilities, snack and beverage vending machines, Micro-Fridge rentals, graduation regalia, Graduation Festival and senior portraits. KUSSI Service Center may be contacted at (610) 683-4090.

**KU Campus Store**

KU Campus Store, a division of KUSSI, is a one-stop shopping location for official KU apparel and gifts, computers and technology accessories, health and beauty aids, snack foods as well as art supplies, school supplies and course materials. The campus store offers new, used, rental, and digital course materials, as well as convenient online ordering and payment options. The online store offers each student with a custom Virtual Shelf, which allows you to conveniently locate all of your required course materials and affordable options. The campus store offers a book voucher program to purchase course materials using financial aid obtained through the Financial Aid office the first two weeks of each semester. KU Campus Store also provides services such as check cashing, shipping, and daily textbook sell back. KU Campus Store is conveniently located on the lower level of the McFarland Student Union. For additional information, please contact the store at (610) 683-4099 or shop online at www.kubstore.com.
Check Cashing
Checks up to $250 from the University, KUSSI, KU Foundation, or Aramark Dining Services may be cashed in KU Campus Store during normal hours of operation.

Dixon Marketplace
Dixon Marketplace, a division of KUSSI, is a retail store comprised of student goods, including convenience items, health and beauty aids, dorm and school supplies, logo apparel, and trendy gifts. Students are able to take advantage of daily services such as copying, faxing, and photo processing. Dixon Marketplace is located on the ground level of the Dixon Residence Hall and is open until midnight, seven days a week. For additional information, please contact Dixon Marketplace at (610) 683-4966.

Learning With Technology at Kutztown University
Technologies available at Kutztown University for student learning include teaching computer laboratories, mobile laptop computer labs, classroom technology audio/visual computer presentation systems, and general purpose public computing facilities.

The campus network provides Internet access using both wired and wireless technology.

Kutztown University provides computer-enhanced classroom technology presentation systems in more than 200 classrooms, which includes twelve that are large venue lecture halls, using touch panel classroom technology to control computer projection equipment, a variety of instructional media equipment, sound and lighting. The theatre classrooms contain large projection screens, enhanced sound and lighting systems, optimized acoustics, ergonomic seating, and enhanced air exchange capability for our students.

The university currently maintains more than 40 computer teaching classrooms or academic computing labs providing seating for students at 15 or more computers. Kutztown University recently implemented a Social Media/Analytics classroom and a Public Relations classroom with the latest technology to support the program.

The campus currently provides approximately 1,300 computers for student learning located in the campus computer laboratory facilities, with a ratio of approximately 75% Windows to 25% Macintosh computers for student use across the curriculum. A comprehensive lifecycle replenishment program has been established to keep computer technology current at Kutztown University.

Off-Campus Housing
Students seeking private off-campus housing can search via www.perchn.com

Property owners will list vacancies directly to the site. Students can conduct off-campus-housing searches and see photos. Descriptions of listed properties are provided through the web site for prospective tenants. The university will assist in answering any questions regarding off-campus housing, and will also provide referrals for legal advice, when necessary.
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The arrangements for off-campus housing are a private matter between a property owner and a prospective tenant. Kutztown University does not inspect, recommend, regulate, nor approve privately owned off-campus properties.

Public Safety & Police Services

The Department of Public Safety and Police Services is responsible for promoting and maintaining a campus that feels safe and secure for all students, staff, faculty and visitors who are further served by the department through the protection of life and property and traffic and parking enforcement. Unique informational and training programs such as CPR and First Aid, Rape Aggression Defense (RAD) System, Emergency Preparedness Awareness, and Crime Prevention are offered to the KU community in support of the high quality of campus life.

As fully commissioned officers, the Police Department acts as any other law enforcement agency to prevent and respond to crime within the KU community. The department teams with local, state and federal agencies as needed to ensure a high degree of safety for all who are affiliated with KU.

The department also provides services such as educational programs, property engravers for identification of personal items, a jump box service for dead car batteries, after-hours replacement of lost or stolen KU ID cards, and on-campus safety escorts which are provided 24 hours a day. (Safety escorts can be requested by calling 610-683-4002 or by picking up any blue light emergency phone located across campus.)

The department is located in the basement of Old Main and is accessible through the rear entrance of the building on the Old Main Circle.

The non-emergency phone number is 610-683-4002 and the emergency number is 610-683-4001.

For more information, please visit www.kutztown.edu/publicsafety or send an email to publicsafety@kutztown.edu.

Parking and Transportation Services

Permission to park a vehicle on-campus or in campus-leased parking facilities is a privilege, not a right. All students who wish to park a vehicle on campus must register the vehicle with the Department of Public Safety and Police Services by accessing the vehicle service page located in their MyKU account. After the vehicle is registered online and the registration fee paid, the permanent decal must be picked up in room 107 of the Academic Forum, Monday through Friday from 8:00 a.m. to 4:30 p.m.

All students, employees and guests who wish to secure a parking permit must present their vehicle’s registration and photo ID to Parking and Transportation Services to secure a parking pass. Campus visitors may secure a temporary pass, regardless of the length of time the vehicle will be on campus, by visiting Parking and Transportation Services during normal operating hours. After normal operating hours and on weekends, temporary permits may be obtained from the Public Safety Communications Center located in the basement of Old Main (room 11).
Lot assignments will be designated upon registering the vehicle. Students must park in white lined spaces only. Faculty and Staff spaces are designated by yellow lines. Acceptance of a permit from the University acknowledges the existence of the Motor Vehicle Regulations and the permit holder’s responsibility for adherence to these University regulations. Copies of the complete Motor Vehicle Regulations can be viewed online at www.kutztown.edu/parking.

Registration Requirements
A valid driver’s license and the valid vehicle registration card must be presented to obtain a parking decal. A change in motor vehicle registration number, license plate number, owner’s name or address, or vehicle must be immediately reported to the department. The cost for registering a vehicle is $30 per semester or $50 for the academic year. A second car operated by the same individual can be registered free of charge.

Decal Display
In the event an unregistered vehicle is illegally parked on campus, the owner of the vehicle will be charged with the violation. Permits are to be installed as directed by the Parking and Transportation Services. Improperly placed stickers may result in the issuance of a parking ticket and must be replaced at a cost of $15 charged to a student’s account. Mutilated or defaced permits will be considered invalid and must be replaced. Approval to utilize on-campus parking facilities terminates automatically upon expiration of the respective decal, whereupon the permit must be removed.

Temporary Placards
Should a registered vehicle be replaced, either temporarily or permanently, the person to whom the vehicle is registered may obtain a new decal or temporary placard free of charge. In any emergency case in which it is necessary to use a substitute vehicle, a temporary loaner vehicle permit may be picked up from Parking and Transportation Services during regular operating hours and after hours, from the Public Safety Communication Center.

Visitor Permits
All visitors are required to have a visitor placard displayed on their rearview mirror prior to parking on campus. A visitor is defined as someone who is visiting campus for reasons of friendship, business, duty, travel, or the like and is not a member of the KU student body, faculty, staff, emeriti, or employed by a contractor of KU. Visitor hangtags may be obtained from Parking and Transportation Services.

Opening and Closing of School
All students may have vehicles on campus at the beginning and end of each semester as specified by Public Safety. Though the vehicle need not be registered, it must be legally parked. Students must park in white lined areas only. Please check with Public Safety and Police Services to learn the valid dates for this “open parking.”

Safe Driving
The maximum speed limit on campus is (15) miles per hour, unless otherwise posted. Safe driving practices must be adhered to at all times. Violators will be fined and/or possibly lose their parking privilege.
Illegal Registration  
Anyone who illegally registers or attempts to register a motor vehicle for another student or non-student is subject to the fines for illegal registration and violations and may have their parking privileges revoked or their vehicle towed.

Fraudulent Use or Falsification of Registration or Decal  
Anyone who willingly falsifies, omits information on, or forges a vehicle registration or parking decal or placard and/or attempts to misrepresent himself/herself is subject to being charged with violations of the Student Code of Conduct, revocation of parking privileges or towing of their vehicle.

Revocation of Parking Privileges  
Permission to operate a motor vehicle on campus may be rescinded or suspended at the discretion of the University authorities. Failure to comply with University regulations or any type of conduct which may reflect unfavorably upon the University will be valid reason for revocation. All costs are subject to change.

Skateboards, Scooters, Hoverboards, Roller Skates, and Roller Blades Policy (STU–024)  
To minimize the risk of personal injury and property damage upon the campus of Kutztown University:

- Due to concerns regarding fire safety and operator safety, the use, possession or storage of hoverboards and similar devices is not permitted anywhere on the Kutztown University campus.
- The use of skateboards, scooters, hoverboards, roller skates, or roller blades and similar devices – hereafter riding devices - is prohibited within all buildings upon the campus of Kutztown University.
- Riding devices, of any type, shall not be ridden upon any stairway, wall, bench, fountain, or other structure or facility or on or over landscaping, shrubbery, grass or flower beds. Operators may not do tricks or stunts. Such devices are limited to use as transportation.
- Riding devices may only be used upon pedestrian pathways. Riding such devices on roadways or in parking lots is strictly prohibited at all times – because the University has determined that such uses would present unacceptable risks of injury to riders and other users, and unacceptable impeding of motor vehicle traffic in such areas. Also, the University may identify and by appropriate signage designate certain areas in which riding of any particular type of riding device is prohibited (e.g. it may designate certain pedestrian pathways as off - limits for skateboard riding because risk of personal injury are heightened due to steep grades or congestion). Persons riding such devices shall comply with all official traffic control devices and signs including posted signs prohibiting riding in a particular designated location. Device users may dismount and carry their devices across any pedestrian accessible area in which riding of such devices is prohibited.
- Every person operating a riding device in any pedestrian accessible area shall yield the right of way to pedestrians at all times.
- Every person riding a device shall ride their device in a controlled manner and shall exercise due care and reasonable caution to prevent injury to others, to self, or to property. Individuals using such devices upon the campus of Kutztown University do so at their own risk.
- Riding devices may not be operated two or more abreast on any pedestrian pathway, except as part of a university approved competition or function.
KU Alert Emergency Messaging Systems
In the event of an emergency, timely and accurate communication of information is critical. Current students’ primary mobile phone number on record with KU will receive emergency text alerts automatically* via KU’s mass text message warning system powered by Omnilert.

You can customize your account to add an additional mobile number (e.g., for your parents) and email address.

Kutztown University has developed a plan for emergency communication that utilizes multiple and redundant methods of communication and notification, in order to maximize the effectiveness and reach of the emergency information. For more information, please visit www.kutztown.edu/KUAlert.

*If you desired, you may opt out of receiving these important text alerts when you complete your terms and conditions in MyKU at the beginning of each semester.

Residence Life and Housing & Dining Services
The Residence Life and Housing & Dining Services offices are responsible for all aspects of students’ residence on campus. The programs are designed to meet students’ needs on the physical, emotional, interpersonal, and educational levels. Residence Life and Housing & Dining Services staff manage nine traditional halls, two suite-style halls, and two apartment-style villages which accommodate approximately 4,100 students. Each residence hall is managed and supervised by a Graduate Resident Director. There are 225-300 student staff serving as Desk Receptionists and Community Assistants to assist in providing a safe, congenial, and educationally supportive environment within the residence halls. Each staff team works with the residents of the hall to develop a strong sense of community within each hall; to explore personal and academic interests which enhance out-of-classroom learning; to develop strong interpersonal skills within a diverse population, and to plan and execute activities in which residents have an opportunity to develop leadership potential. Members of the Residence Life and Housing & Dining Services are available 24 hours a day, 7 days a week, to address questions, and refer students to the appropriate services when special needs arise. Students are encouraged to take advantage of the services and support that these staff members provide while making their residency a positive living-learning experience. The two central office staffs coordinate the programs, its processes, and the facilities. Both offices are located in Old Main 106. Inquiries about the housing contract, eligibility for housing, room damages, facilities upkeep, the residence hall computer network, residence hall personnel, hall leadership, and programming resources, should be directed to the staff in this office.
Rohrbach Library

Rohrbach Library’s collections, services and policies are primarily intended to serve the University community. During the fall and spring semesters, normal operating hours are:

- Monday–Thursday: 7:00 a.m. – midnight
- Friday: 7:00 a.m. – 5:00 p.m.
- Saturday: 9:00 a.m. – 5:00 p.m.
- Sunday: 2:00 p.m. – midnight

Exceptions to regular hours are posted at the library.

Collection Access
The library’s online catalog allows users to search for books, journals, audiovisual materials, and more, as well as request items. Also, the library’s webpage provides access to 90,000 journals electronically and links to numerous other resources.

Loan Periods

- Circulating Books: 28 days (1 renewal)
- Non-Circulating: Library Use Only
- Overnight Reserve: 1 day (no renewals)
- 3-day Reserve: 3 days (no renewals)
- 7-day Reserve: 7 days (no renewals)

Patrons must present their KU ID each time books are checked out. Patrons are notified of the due date at the time materials are checked out and assume responsibility for their prompt return. Failure to receive an overdue notice does not relieve patrons of fines.

Renewals
Regular circulating books may be renewed online or in person unless a hold has been placed on the item by another patron. Items needed for course reserve will be recalled immediately.

Student Accounts

The Office of Student Accounts is located in Stratton Administration Building 225. They handle billing of tuition, required fees, housing and meal charges as well as items such as, but not limited to: Health Center fees, ID card fees, parking fines and adding Bear Bucks and Flex Dollars. All billing is done online in MyKU, with an email notification sent to the students’ KU email account. Online payment options include credit card (for a non-refundable fee of 2.75% [subject to change]) and e-checks. In their office, they accept cash, checks, money orders, or certified funds. Sorry, no credit cards over the phone or in person for your security! Payments are expected by the due date to avoid late fees or account seals that could prohibit registration, or result in courses being dropped.
Chapter 4: Living and Learning

Need help understanding your account or how to pay? Call them, they are happy to help! They also have a robust website with tons of information that can help you www.kutztown.edu/studentaccounts. Still have questions? You can email for assistance as well at studentaccounts@kutztown.edu.

Veterans and Military Affairs

KU offers many services for Veterans, service members and their families. Veterans’ liaisons are in key areas such as Admissions, Veterans Services, Financial Aid, Office of Student Accounts, Career Development Center, Disability Services, and Housing to name a few. Additionally we offer:

1. Veterans Services Office and Center
The Veterans Center is on north campus in MSU 262 and is a vital hub where students can receive Veteran and Military-related education benefits assistance, study, relax, grab a snack, recharge electronics, and have access to computers and printers. The Center offers a lounge area with a TV and kitchenette. Students can also meet other Veterans, Military affiliated students, and members of the military club. Please contact Veterans Services at 610-683-4228 or veterans@kutztown.edu.

2. Office of the Registrar
Our VA School Certifying Officer (SCO) assists Veterans to initiate and maintain VA education benefits. Contact our SCO at 610-683-4505.

3. Special Interest Housing
KU offers a variety of specialized housing options that are built to enhance academic and social learning of our students outside of the classroom. Students enjoy all the usual advantages of living on-campus in a residence hall, with the added benefit of living among a group of students that shares similar interests or characteristics. Contact the Housing Office at housing@kutztown.edu.

4. Student Veterans Organization
The Military Club at KU (MCKU) is a recognized student organization and is also a Student Veterans of America chapter. MCKU is open to current, former and future military members; their families, and civilians. A few of the club’s goals are to serve as student-veterans’ advocates, improve retention, serve the community, and provide networking and educational opportunities for academic and post-career growth. Contact the Military Club at military@kutztown.edu.

5. Army ROTC (Reserve Officers’ Training Corps)
Army ROTC enables students to enroll in elective leadership and military courses in addition to their required courses. Army Reserve Officer Training Corps (ROTC) is one of the nation’s top leadership programs, with a wide variety of benefits. Take military science classes, and take advantage of training and scholarships. Contact ROTC at 610-758-3275 or https://www.kutztown.edu/about-ku/administrative-offices/military-and-veterans-services.html.
6. Military and Veterans Affairs Advisory Board
A committee of students, faculty members, administrative staff, and Veteran-related organizations who meet regularly to improve university services for our campus Veterans and Military-affiliated students.

Who can help?
KU’s Office of Veterans Services, Office of the Registrar, and Office of Student Accounts are knowledgeable of veteran benefits including available scholarships and tuition assistance options available. Skilled veterans’ liaisons from these offices will assist and guide you through the benefits process. They will help you understand government and military programs as well as Kutztown University policies as they relate to veterans and their families. Additionally, the Office of Admissions has a veterans’ liaison who can assist you with admissions-related matters, and the Disability Services Office (DSO) can assist by providing reasonable accommodations for individuals with disabilities who are members of the university community (students and employees). For more information, please call: 610-683-4108 (TDD: 610-683-4499) or visit www.kutztown.edu/disabilityservices.
Chapter 5

Involvement
Opportunities
Chapter 5: Involvement Opportunities

McFarland Student Union

The McFarland Student Union is known on campus as the “MSU.” It serves as the living room of the campus community for casual conversation or meals before, between, and after class activities. The building is designed as the hub of the University and provides multiple lounges and amenities to enhance the collegiate environment. On the main floor, you can find the University’s information desk. The information desk is a great place to visit if you have questions about campus, can’t seem to find your way, or want to purchase event tickets from our box-office. The information desk is also the home of the University’s Lost and Found. The building boasts many technological resources including a PC print lab with 28” computer monitors and a print station to support academic enrichment. We also offer ADA listening devices, Extron classroom technology, webinar and conference support for all guests. Over 50 access points throughout the building provides a strong Wi-Fi connection in every area of the MSU. The MSU proudly boasts 3 student run Art Galleries; the Bear’s Den Art Gallery, The Brass Rail Gallery, and the Corner Gallery.

Multiple lounges throughout the 103,000 square foot facility provide students and guests with plenty of space to relax independently or engage with friends and colleagues. The fireside lounge is available for quiet study and has a working fireplace with lounge furniture and additional seating on the second floor mezzanine. The Bear’s Den and mezzanine have been renovated and expanded to provide an open concept lounge, bar style seating, and group work space for student study groups. Large screen TV’s, lounge furniture, large tables, and additional outlets for supporting smart phones, laptops, iPads, etc. for independent or collaborative group work are provided. A conference room can be reserved through the MSU Information Desk. The Bear’s Den Lounge has an expansive area for comfortable seating while listening to University entertainers in the performance area as well as KUR (Kutztown’s student run radio station). A designated commuter student lounge has been upgraded with additional computers and study tables that contain multiple USB ports, network access and power outlets to accommodate all of your technology devices. Additionally, the commuter lounge has comfortable lounge furniture and a kitchenette with a sink, microwave, Keurig, and refrigerator/freezer to accommodate the commuting student’s experience.

The McFarland Student Union Operations Office is located on the second floor behind the Information Desk. Employees work to support the daily operations for events, programs and services and assist more the 7,000 guests daily. The staff members include student information desk workers, Production Assistants, Art Gallery Coordinators, Building Assistants and Managers who, along with a dedicated professional staff are always willing to provide information and support to your event or program.

Finally, there is plenty to do in the building, grab a quick meal at the Cub Café or drop by Starbucks for a coffee, dessert, or sandwich, then head to a meeting or event coordinated by one of University departments or student organizations. Stop in to one of the student organization offices: Off Campus Advisory Council, Community Outreach Center, Student Government Board, Association of Campus Events, Greek Life, Essence Magazine, and Gamer’s of Kutztown, KU Radio or the Keystone Newspaper. Remember to drop by the Campus Store for all of your textbook and classroom needs, as well as to check out the latest in KU gear and apparel!
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Student Involvement

The Office for Student Involvement provides students with numerous opportunities in which to invest leisure time and to learn and develop outside the formal academic environment. In addition, it offers a variety of resources and services designed to support a well-balanced, year-round program for student engagement and development. The office officially recognizes an abundance of organizations in the following categories: academic departmental, academic honor, academic professional, civic engagement, diversified focus, faith based, Greek, media and publications, recreational and sports clubs, residence halls, special interest, and visual and performing arts.

Students are also encouraged to participate in the planning and production of campus activities, thereby improving leadership, interpersonal and social skills. Through the Kutztown University Activities Board (KUAB), a student organization under the auspices of the office, student leaders provide the University community with a diversified schedule of social, cultural, intellectual, and leisure activities. Some of these programs include guest speakers, artistic performances, comedy performances, dance parties, welcome week events, Homecoming festivities, and evening events.

The office works closely with the Kutztown University Activities Board [KUAB], Off Campus Advisory Council [OCAC] and four Greek Life Councils.

The office coordinates activities and events for students (including Welcome Week, Homecoming, etc.), provides resources and maintains records for student organizations, and is the home for Greek life. In this office you will find the director, assistant director for Off Campus and Greek Life Programs, assistant director for Evening and Weekend Programming, secretary, graduate office assistants, graphic design students and undergraduate office assistants. Contact this office at 610-683-1383 or at involvement@kutztown.edu.

Student Organization Involvement

Kutztown University supports a variety of student organizations based on a belief in their co-curricular value as part of the general education of students, and as an asset to the University community. Students have the opportunity to participate in activities that are athletic, literary, pre-professional, religious, social, artistic, political, or special interest in nature. No matter what one’s interests are, Kutztown probably has an organization that will help prepare a student for a career in their chosen field. If not, the office will help a student tailor make an organization to fit their specific needs and interests.

KU recognizes the valuable experiences that students can gain through involvement in co-curricular organizations and activities. This involvement allows students to develop and apply leadership skills outside the formal academic arena. Involvement in campus organizations provides members with opportunities to develop lasting friendships which enhance the college experience. In addition, organizational involvement is a great resume builder that interests prospective employers.
Eligibility Requirements for Membership
Membership in any registered student organization is open to those students on the basis of personal interest, ability and performance who meet the following minimum criteria:

- Enrolled as a Student Activity Fee paying student during each semester of membership;
- Satisfy the membership requirements of the organization;
- Kutztown University employees and alumni may be non-voting members.

Eligibility Requirements for Leadership Positions
While the minimum eligibility requirements for holding an office/leadership position within student organizations are similar to those of membership, student leaders are often held to higher standards. Organizations may establish higher requirements for participation or leadership, but may not waive these minimum membership requirements. Any student organization leader must:

- Be enrolled as a Student Activity Fee paying student during each semester of leadership;
- Maintain a Grade Point Average of at least 2.0;
- Remain in good standing (not on academic or disciplinary probation) during each semester of membership; and
- Kutztown University employees and alumni may not hold office.

Registration of a Student Organization
Any student organization which develops objectives that are consistent with the mission of the University is eligible for registration. Registration is permitted upon the petition of the organization, recommendation of the Director for Student Involvement, and approval of the Dean of Students.

Prior to registration with the University, all student organizations must file with the office a Student Organization Registration and renewal on Engage, complete with a listing of at least four officers and their KU student email addresses and the faculty/staff advisor(s).

There exists a three-tier pyramid classification system of student organizations. Although the privileges and responsibilities increase as a group moves higher in the pyramid, all groups must register with the Office for Student Involvement each academic year and update the registration form each time any information changes.

Organization Classification System
Different students have varied levels of interest and participation in student organizations. In order to meet these varied needs, there is a three-tier system that exists in order for student organizations to become recognized by either the University or the Student Government Association, or both. REGISTERED student organizations usually include those groups that simply want to reserve University facilities for meetings and programs. These groups may be granted the following University privileges by meeting the requirements for registration (enrolled, activity fee, paying students, organization member requirements, good academic and financial standing with the university).
Groups with registered status have the following privileges:

- Use of “Kutztown University” as part of the organization’s name;
- Use of University facilities for organization meetings and programs;
- Limited participation in the campus sales and solicitation process;
- Utilization of the campus circulated mail service;
- Use of bulletin boards, activities calendar, Bear Essentials, and KU Daily Brief for advertising which conforms to regulations;
- Use of Engage software program for enhanced engagement; and
- Other appropriate privileges as approved by the president of Kutztown University.

**SGA-Maroon Status**

Organizations are those groups that meet eligibility criteria as determined by the Student Government Association and have met the University registration requirements for a minimum of fifteen consecutive academic weeks. Typically, these groups are organizations that are more structured in nature, sponsor various organized activities, and wish to utilize the various services offered by the SGA or KUSSI. Additionally, these groups serve the Kutztown University community by providing opportunities for development in such aspects of life as intellectual, aesthetic, physical, spiritual and social, and serve the special interests of its membership as indicated by the organization’s mission and bylaws. Privileges of SGA-Maroon status organizations are plentiful. They include:

- All privileges accorded to registered organizations;
- Use of SGA-owned equipment and resources for organization functions, including vehicles, copier, fax machine, and SGB office telephone;
- Use of the “SGA-Maroon status” title in information; and
- Other appropriate privileges as approved by the president of the University and/or the Student Government Board.

Before SGA-Maroon Status can be granted, a student organization must submit an application to the Student Government Board and develop a mission statement and constitution. That mission statement must then be approved by the Student Government Board, the University President, or designee.

SGA-Maroon Status groups must utilize the SGA accounting resources for all financial activity and maintain compliance with University and SGA regulations. They also must submit a monthly student organization Activity Report to the Secretary of the Student Government Board via the Office for Student Involvement. Their mission statement and bylaws must be approved by the Student Government Board before being granted SGA-Maroon Status.

**SGA-Gold Status**

SGA-Gold Status organizations have a great deal of autonomy on campus, but are also subject to stringent regulations of the Student Government Association. These groups typically are those that serve the general purpose of the Kutztown University community by providing opportunities for development in such aspects of life as intellectual, aesthetic, physical, spiritual and social, often including campus-wide programs in addition to those specifically designed to support the purpose of the organizations as stated in its mission statement and bylaws. Privileges of SGA-Gold Status organizations are abundant. They include:
• All privileges accorded to SGA-maroon status organizations;
• Eligibility for SGA funding as allocated during the SGB budget process;
• Use of the “SGA-Gold” title in communications and information; and
• Other appropriate privileges as approved by the President of the University and the SGB.

In order to be eligible to apply for SGA-Gold Status, an organization must fulfill University registration requirements, maintain SGA-Maroon Status for fifteen consecutive academic weeks, and request a change of status including a copy of its mission statement and constitution. Its membership must be open to all members of the Student Government Association. SGA-Gold Status groups must utilize the SGA accounting resources for all financial activity and maintain compliance with University and SGA regulations. They also may submit a monthly student organization Activity Report to the Secretary of Student Government Board via the Office for Student Involvement.

For more information on student engagement opportunities, please review the SGB Standing Committees. A complete description of the procedures for registering a student organization or applying for SGA-Maroon or SGA-Gold Status may be obtained from the Office for Student Involvement located MSU 153 or at 610-683-1383.

Advisors
Student organizations at Kutztown are autonomous and are, therefore, comprised of students and promote traditions and new initiations for students. Each is also a part of KU, a community of students, faculty, and staff together. This relationship is represented by the role of faculty/staff advisors to student groups.

Students are encouraged to develop strong functional relationships with their advisors to promote learning and development for their members and the KU community.

Prior to registering each year, all organizations must enlist the service of a full-time member of the faculty or staff to serve as an advisor to the organization. Often filling many roles, the advisor assists the organization with meeting its objectives while ensuring that all activities are in compliance with University rules and regulations and local, state, and federal laws.

Student Organization Monthly Activity Reports
Gold and Maroon status organizations may submit monthly SGB activity reports to the Student Involvement Office, MSU 153.

Complete membership lists and financial statements should be available upon request by the Director. Any changes in information occurring during the academic year should be reported in writing to the Director within one week of the change.

Compliance with Kutztown University's Regulations and the Law
Student organizations that support an organized program of activities play an important part in total university life and must, therefore, exercise judgment and responsibility, individually, as members, and collectively as organizations.
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The purpose and activities of each student organization will conform to and comply with federal, state and local laws and policies and regulations of Kutztown University and the Student Government Association. Student organizations and their officers and advisors are responsible and accountable for all actions of the organization. Any violations of law or rules and regulations of Kutztown University or its Student Government Association may be considered violations by the organization and its officers and shall be processed in accordance with the Document on Student Rights and Welfare, Student Code of Conduct and Student Organization Conduct Review Process, as well as federal and state law. Advisors and officers are liable only when violations of law are observed and reasonable steps are not taken to terminate and/or prevent a reoccurrence of unlawful activity by an announcement that Commonwealth laws will be followed and an expulsion of the offenders from the premises occurs.

Organizations which violate Kutztown University or Student Government regulations are subject to disciplinary action. Such action may include, but not be limited to:

- Limitation of privileges;
- Temporary suspension of the organization’s activities;
- Withdrawal of registration, recognition, or sponsorship of the organization; or disciplinary action through the office of the Dean of Students.

University Support of Student Organizations

The University is committed to maintaining itself as a place where students and student groups are exposed to and learn from their contact with a wide array of viewpoints and ideas. Therefore, it discourages, to the extent that it can without infringing unduly on personal, political or religious liberty, those forms of activity and association, which close students off from new and/or different ideas.

The University recognizes that somewhat exclusive student organizations and groups may be necessary for the nurturing of minority ideas, and by doing so may contribute over the long run to the richness of intellectual and social life of the individual as well as the campus as a whole. However, the University strongly discourages organizations or groupings, which undermine the intellectual and/or social development of students either by extreme isolation of members from other students on campus, or by such a closely-knit structure that students in the group lose their individuality. In order to comply with the University’s commitment to non-discrimination, no organization shall illegally discriminate on the basis of race, ethnicity, gender, age, national origin, religion, disability, marital status, sexual orientation, parental status, or veteran’s status.

Registration of a student organization by the University shall not imply support for any student organization’s purpose, philosophy, or activity. The University will not assume any legal liability for activities of student organizations. In acknowledgment of this fact, in seeking, securing and maintaining the privilege to be a registered organization, each student organization must agree, in writing, to abide by all pertinent University policies and regulations and to hold harmless the University for any actions of the club or organization.
Student Organizations

More than 180 student clubs register with Student Involvement Office each year. The most significant of these is the Student Government Association, run by the Student Government Board (SGB). The SGB has seven standing committees: the Kutztown University Activities Board (KUAB), Recreational and Sports Club Council, United Greek Council, the Residence Hall Association, Off-Campus Advisory Council, Student Athletic Advisory Council, and the Diversity Council. Information regarding student organizations can be obtained from the Office for Student Involvement located in MSU 153. Drop by to gather more information or contact the office via telephone at 610-683-1383, via email at involvement@kutztown.edu, or visit the web site at www.kutztown.edu/involvement.

Student Government Board (SGB)

The Kutztown University Student Government Association (SGA) is Kutztown University's chief body of student government and is comprised of students who have paid the Student Activity Fee entering each semester of matriculation. This fee, mandatory for all undergraduate students who are registered for four or more credits, is used to create a programming budget for student organizations, auxiliary services, and special Student Government-supported programs.

The SGA is governed by its constitution and is managed by 33 elected student officials who serve as members of the Student Government Board (see Bylaws of the Student Government Board). Members are elected to two-semester terms by a vote of the SGA. The SGB is led by the Executive Council, including the President, Vice-President, Parliamentarian, Treasurer, and Secretary.

The major functions of the SGB are to represent student opinion to the administration and faculty, to oversee the committee system and the administration of the Student Activity Fee fund, and to encourage discussion of important community issues within the student body. The SGB selects students to serve on the many administrative, faculty, and University & SGB committees. New appointments are made regularly, allowing many students the opportunity to participate in committees and to become involved in the University community. The Student Government Board has been influential in shaping and reacting to University policies, as well as developing or supporting innovative programs for students. However, it is best recognized for administering the budget associated with the Student Activity Fee, allocating more than $2 million to student organizations, the athletic program, special SGB-supported projects, and other related activities and programs.

The SGB meets on every Tuesday that classes are in session at 5 p.m. in the McFarland Student Union, in the Formal Dining Room. The organization utilizes Robert’s Rules of Order in its decision-making process and all SGB meetings are open to the entire University community.

Kutztown University Activities Board (KUAB)

One of the best ways to be involved on campus is to be part of the Kutztown University Activities Board (KUAB). KUAB is the standing committee of the Student Government Board charged with creating and implementing a diverse series of events for the student body.

The mission of KUAB is threefold:

- To create an atmosphere of social, cultural, and community awareness through diverse programming;
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- To maximize student learning and personal enrichment through the provision of programs that complement the curriculum;
- To serve as social outlets which allow for the constructive use of free time.

Membership is open to any student who pays the student activity fee and meets the following criteria:

- 2.0 GPA; and
- Student must attend two consecutive KUAB general board meetings, one KUAB event and one committee meeting.

KUAB designs and coordinates a wide variety of programming including lectures, debates, musical performances, off campus day trips, tournaments as well as supporting University-wide events such as Welcome Week, Family Day, and Homecoming. The executive board of KUAB consists of four members: President, Vice-President, Treasurer, and Secretary.

In addition to the executive board, there are four committees, which coordinate all aspects of specific events. These include:

**Programming Committees**
Social Diversity: Diverse series of premiere programs and performances including cultural celebrations, Black History Month, Latino Heritage Month, LGBTQ issues, poetry competitions, lectures/debates on timely events, and national/world events and documentary films. This committee also plans programs on topics such as sex, alcohol, drugs, mental health, leadership, career development, anti-bullying, and stress. This committee works closely with KU clubs.

*Major Programs and Events:* Plans large scale events on campus during Homecoming, Welcome Week, Family Day, and Bearfest. KUAB also plans the annual St. Patrick’s Day on the Hill, Mardi Gras, and the annual KU’s Got Talent.

*C2:* Plans events for the entertainment of the students. These events include dances, game shows, movies, novelty events, trivia night, bingo, and open mic night. Also, invite performers such as magicians, hypnotists, and mentalists to entertain the students.

*Excursions:* Plans off campus day trips to go to sports events, to museums, plays, performances, cultural sites in major cities such as New York, Baltimore, Washington, and Philadelphia.

**Additional Committees**
*Membership:* Focuses on recruitment of new members and retention of current members, plans community service events for KUAB, plans end of semester parties, purchases senior gifts, creates recognition certificates, keeps track of superlatives, works with the Treasurer to plan fundraising for the KUAB private account, and staffs summer, fall, and winter involvement fairs.

*Marketing:* Focuses on marketing KUAB and its events, ordering and designing promotional materials, staffing and reserving promo tables, updating the KUAB social media, taking photos at every KUAB event, creating the KUAB
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slideshow, updating the KUAB display case, create fall and spring event magnets, and any other publicity for events.

KUAB can be contacted via telephone at 610-683-4097 or by visiting MSU 166.

**Off Campus Advisory Council (OCAC)**
The Off Campus Advisory Council serves as the liaison between the university students and community residents to improve communication through cooperative programming, and establish and maintain harmonious relationships between the two groups. It also provides opportunities for students to gain real life leadership experience through civic engagement. OCAC’s goals are:

- To discuss relevant attitudes/issues brought to its attention by Kutztown students and community members;
- To seek change or a better solution to relevant attitudes/ issues;
- To proactively plan programs that will strengthen relations between the University and community members.

To ensure that OCAC meets its goals, the organization works closely with the Borough of Kutztown, the Kutztown Community Partnership and the Northeast Berks Chamber of Commerce to offer opportunities that will enhance and strengthen the quality of living in the community. In addition, monthly meetings are held for OCAC members and interested individuals who wish to discuss relevant issues and plan upcoming events in conjunction with its mission.

**Recreational and Sports Club Council (RSCC)**
This organization oversees the governance of and allocation of funds to all recreational and sports clubs. In addition, RSCC works to ensure that there are numerous opportunities for various types of structured, recreational and competitive outlets for all KU students. For more information, please contact the Recreational Services Office at 484-646-4214.

**Student Athletic Advisory Council (SAAC)**
The mission of the Kutztown University Student Athletic Advisory Council (SAAC) will be to deliver an open line of communication between athletes and campus administration, as well as improving the overall student athlete experience. We will do this by developing our leadership skills, supporting student athlete wellbeing, and growing into well rounded individuals while upholding and endorsing a positive representation of the campus of Kutztown University and in the borough of Kutztown, through community involvement and other SAAC sponsored events.

**Residence Hall Association (RHA)**
Every residence hall student is a member of the Residence Hall Association (RHA). RHA is a federation of residence hall governments. It provides a governmental structure as well as an informal forum to foster communication between students, staff, faculty, and administration. Although each residence hall student is a member of RHA, they operate on a representative voting system through the hall councils. The governmental body of RHA is comprised of five executive board members, two representatives from each hall council and several standing committees. RHA provides the Residence Life and Housing & Dining Services offices with the students’ viewpoint on important issues pertaining to life in the residence halls. RHA also provides a wide range of services, including social, recreational, and educational programs to meet the needs and interests of residence hall students.
meetings are open to any resident student. Meetings are held each Monday at 6 p.m. in the Dixon Hall Conference Room.

**United Greek Council (UGC)**

The United Greek Council (UGC) of Kutztown University is the programming organization for all social fraternities and sororities on campus. All recognized chapters at KU serve as the delegation to UGC. Individual members of the fraternity and sorority community are elected or appointed to executive board positions and committees.

All fraternal organizations were founded on the principles of scholarship, leadership, service, and fellowship. Because of this, the United Greek Council exists to promote a collaborative pursuit of excellence among these four pillars. UGC is involved in planning and participating in various educational and social programs throughout the year. Some of these programs/events include:

- Welcome Week Events
- National Hazing Prevention Week
- Meet the Greeks
- Homecoming events
- Educational programming on topics such as alcohol awareness and sexual assault prevention
- Sponsorship of student delegates to regional and national Greek conferences and leadership institutes
- Leadership workshops
- Stompin’ Grounds Yard show
- Greek Week

There are three governing councils that fall under UGC: College Panhellenic Council (CPC), Kutztown Fraternal Council (KFC), and Multicultural Greek Council (MGC). These councils provide governance and programming to their respective member chapters and coordinate recruitment/intake efforts on campus.

In addition to programming and educational efforts through all four Greek councils on campus, each recognized chapter sponsors programs for their members and the campus community throughout the year. UGC is a standing committee represented on the Student Government Board.

If you are interested in learning more about becoming involved with Greek Life on campus or about upcoming events, please visit MSU 153, or call 610-683-1383.

Please visit the Greek Life Services home page at [www.kutztown.edu/involvement](http://www.kutztown.edu/involvement) for more information.

**Diversity Council (DC)**

The Diversity Council is a diversity focused organization that serves as a forum to address the concerns that diverse communities face both within the campus community and beyond to the Student Government Board and administration. The DC consists of diversified organizations with a dedication to issues such as women’s and gender rights, the LGBTQ+ community, disabilities, multicultural issues, faith & spirituality, international students, socioeconomic issues, and veteran’s and military affairs.
Greek Life

Involvement in a fraternal organization can be very rewarding. There are many opportunities to gain valuable leadership experiences and make friendships that will last a lifetime.

Greek Life Services provides guidance and support to all nationally affiliated fraternities and sororities at Kutztown University and coordinates hazing prevention programming. Housed in the Office of Student Involvement all councils and chapters are assisted in the areas of scholarship development, leadership development, recruitment/intake, new member education, community service/philanthropy, risk management, and programming.

To find out more information about Greek Life or the services provided, please drop by the Office of Student Involvement in MSU 153 or call 610-683-1383.

Greek Letter Organizations Expansion Policy

Kutztown University’s Greek community is proud of the accomplishments achieved over the last several years and the United Greek Council continues to be a part of leading such a transformation. This outlined expansion policy has been created to ensure controlled growth while maintaining a stable, viable membership in the existing groups. As we look to the future of Greek life at Kutztown, we must also continue to focus on the existing chapters and work to improve the community internally, which may result in a lowered need for future expansion.

As our chapters become stronger and continuously strive for excellence, our community also recognizes the importance of healthy and sustainable growth from the expansion and re-founding of new and/or existing chapters. Each expansion process is unique, but similar in the fact that colonizations require a cohesive effort from all parties. Specifically, the students, national organizations, and university representatives must work together in order to develop successful new colonies and organizations that thrive.

Kutztown University does not recognize local organizations, described as fraternities or sororities, which are not full members of one of the above mentioned umbrella organizations. The Office of Student Involvement also recognizes and respects alumni of former organizations and therefore may attempt to bring back organizations who had previously been members of the Kutztown University Greek community before bringing new chapters onto campus.

Governing Council Recognition/Extension Policies & Procedures

A. Kutztown Fraternal Council:
1. The KFC will allow expansion/extension to take place every 2-4 calendar years.

2. KFC, in collaboration with and support of the Office of Student Involvement, will only permit one organization to expand/extend as a new organization for four consecutive semesters. During this time no other organization may expand or form. If, after two years, the new organization does not become a chartered organization, the group may not proceed further to organize on campus.

B. Panhellenic Council:
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1. Will follow the extension/expansion guidelines and procedures outlined in the Panhellenic Conference Manual of Information. The manual states that expansion will be considered once formal recruitment has taken place and a number of women have not been able to affiliate with the existing groups on campus.

2. Through the use of an exploratory committee and with NPC guidance, CPC may choose to increase total for the existing chapters or open the campus for expansion.

3. CPC, in collaboration with and support of the Office of Student Involvement, will only permit one organization to expand/extend as a new organization for four consecutive semesters. During this time no other organization may expand or form. If, after two years, the new organization does not become a chartered organization, the group may not proceed further to organize on campus.

C. Multicultural Greek Council:
1. Will support and expand in working with the Office of Student Involvement to network and partner with a National Organization during the expansion process.

2. All interest groups will work closely with the Office of Student Involvement for direction and advisement regarding expansion and recognition.

3. MGC, in collaboration with and support of the Office of Student Involvement, will only permit one organization to expand/extend as a new organization for four consecutive semesters. During this time no other organization may expand or form. If, after two years, the colony does not become a chartered organization, the group may not proceed further to organize on campus.

Steps to Becoming a Recognized Organization

A. Interest Group
1. The interest group must submit the “Application to Form a Greek-Letter Fraternal Organization” packet to the Assistant Director of the Student Involvement office.

2. The application must also include the name and contact information of the group’s advisor, who is a current faculty or staff member at Kutztown University.

3. The Assistant Director will review the packet and pending a positive review, will forward the packet onto UGC for a vote on expansion. For details on new application criteria, please see the document, “Application packet procedures.”

4. The requesting group’s proposal will be placed on the agenda at a UGC meeting to be held two weeks from the date of a positive review from the Assistant Director. The interest group must present any and all relevant information to UGC in order to help it make an informed decision. Three-fourths of the UGC voting organizations must approve the request for expansion. The group’s application will then proceed to the Dean of Students for a final approval.

5. If UGC declines the interest group’s proposal, the group can appeal the decision in writing to the Dean of Students within 10 business days. If the Director upholds the decision made by UGC, the group may not proceed...
further to attempt to organize on campus. If the Director reverses the UGC decision, the interest group must re-present to UGC with new information.

B. New Organization

1. Once UGC has endorsed the interest group as a new organization, it will be given Provisional Recognition status and has one year to complete the expectations outlined below. The group will then apply for recognition to one of the three governing bodies: IFC, CPC, or MGC. Throughout the process, UGC will provide a mentorship program for the new group.

2. As a new organization, the group must:
   a. Meet with its faculty advisor and the Assistant Director of Student Involvement at least once a month.
   b. Utilize an alumni advisory board and forward names and contact information to the Office of Student Involvement.
   c. Provide the Office of Student Involvement with a calendar of all group events at the beginning of each academic semester. It is recommended that the group perform some type of community service during the colonization period.
   d. Appoint a representative to attend all UGC meetings as well as the other governing body meetings (KFC, CPC, MGC) as appropriate.
   e. Wait to begin recruiting potential new members until after the formal recruitment period is completed.
   f. Assure that the group will follow the Anti-Hazing policies of Kutztown University and Pennsylvania State Law and forbid hazing within your organization. Once the new member education/intake process begins, the Anti-Hazing Agreement Form must be signed by all members.
   g. Provide the Office of Student Involvement with a schedule of the new member education process at least three weeks before the educational process begins.
   h. Provide the Office of Student Involvement a schedule of visiting national officers and meeting times as needed.
   i. Adhere to all provisions concerning fraternities or sororities, as noted in the United Greek Council, Kutztown Fraternal Council, Panhellenic Council, and Multicultural Greek Council Constitution and By-Laws as well as the Student Code of Conduct.

C. Kutztown University expects the National Organization supporting the New Organization to:

1. Meet regularly with the group, at least once a month.

2. Provide staff to the new organization for one year during the expansion process.

3. Communicate regularly with the Assistant Director of Student Involvement on the group’s status and progress.
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D. Chartering
Upon completion of the items outlined above, the group will be formally reviewed by one of the three governing bodies: KFC, CPC, or MGC, the Assistant Director of Student Involvement. This presentation will be both oral and in writing to these groups. Upon approval, the group will move on to the final phase, chartering.

Recreational Services
Recreational Services provides students with a variety of different options for recreating, maintaining or developing their physical fitness. In 2006, Kutztown University opened the doors to its new state-of-the-art Student Recreation Center, a dedicated facility for the development and enhancement of recreation on campus. Recreational Services has four main component areas for students—Open Recreation, Intramurals, Recreational & Sports Clubs and Group Fitness. For more information on all the activities available, please contact the department at 484-646-4200 or visit the website at www.kutztown.edu/recreation.

Student Recreation Center
Open Recreation is an unstructured recreational option for all students at KU and the Student Recreation Center (SRC) is the focal area of that program. The Student Recreation Center is equipped with a fitness center, two gyms, two racquetball courts, a running track, two dance studios and an indoor climbing wall. The 8,800 square feet fitness center includes a variety of Selectorized Equipment, free weights, over 45 cardiovascular pieces and a state-of-the-art entertainment system to enhance any workout. The West Gym, with its curved corners, recessed goals and multipurpose synthetic surface can be used for basketball, volleyball, badminton, hockey, soccer and lacrosse, while the wood floor East Gym can accommodate students interested in basketball, volleyball and badminton. Suspended above both gyms is a three-lane, 1/10th of a mile indoor track. Also located in the SRC is an indoor rock climbing wall, which can be used for bouldering, top roping and lead climbing. Additionally, a full slate of group exercise classes are available to students in both the North and South Studios. Other amenities include an equipment check-out area, locker rooms with Jacuzzis and a lounge featuring a big screen TV, table tennis and pool tables.

In addition to the Student Recreation Center, other open recreation opportunities are available in the following facilities:

- Keystone Hall pool
- O’Pake Fieldhouse
- Tennis courts
- Outdoor track within the stadium

Intramurals
Intramurals (IM’s) is a collection of one-day tournaments, special events, and leagues that pit KU student organized teams against other KU student organized teams. IM’s vary in their competitiveness from activity to activity and from team to team. It provides all students an opportunity to participate in some type of activity as regularly as his or her interest, ability, and time will permit. Students will find throughout the course of the year that there is something for everyone. Leagues are classified as men’s, women’s or “co-rec” and some of the sports offered are: flag football, basketball, softball, volleyball, dodgeball, and soccer (Indoor & Outdoor). Recreational
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Services also offers a variety of individual league tournaments and special events. Some examples of these activities are: Texas Hold ’em, 5K Fun Run, table tennis, billiards and tennis tournaments.

Recreational & Sports Clubs
For students who are interested in gathering, participating, or competing as a group in an activity and are not interested in an intercollegiate sport we offer Recreational & Sports Clubs. Rec & Sports Clubs vary in their competitive scope; some are instructional while others are highly competitive and compete on a regional and national level. These clubs are student run and have guidance from knowledgeable volunteer coaches and advisors. The Rec and Sports Club Council is the governing body for all of these clubs.

The following are a list of active Recreational and Sports Clubs: Black Flame Dance Team, Boxing, Dance Team, Equestrian, Fencing, Ice Hockey, Men’s Lacrosse, Women’s Lacrosse, Outdoors Club, Performing Dance Portmanteau (PDP), Quidditch, Racquetball, Roller Hockey, Men’s Rugby, Women’s Rugby, Men’s Soccer, Ultimate Frisbee and Men’s Volleyball. Students interested in creating a new club must petition the RSCC for admission.

Group Exercise
Group Exercise offers a professionally led, organized workout in a variety of formats and intensities. No experience or advanced registration is required. All sessions are on a first come, first serve basis. For a complete schedule of sessions, visit the website kurecreation.kutztown.edu or check the schedule card.

Intercollegiate Athletics
The University supports a 21 sport intercollegiate athletic program that participates in Division II of the National Collegiate Athletic Association (NCAA) and is a member of the Pennsylvania State Athletic Conference (PSAC). They include: Baseball, Men’s and Women’s Basketball, Men’s and Women’s Cross Country, Field Hockey, Women’s Golf, Football, Women’s Soccer, Softball, Women’s Swimming, Men’s and Women’s Tennis, Men’s and Women’s Track & Field (indoor and outdoor), Women’s Bowling, Women’s Lacrosse, Women’s Volleyball, and Wrestling.

Eligibility
Students interested in participating on an intercollegiate athletic team should contact the coach as soon as possible. Students must be cleared medically and academically before they may participate. All potential athletes must be full-time students enrolled in a minimum of 12 credits before they may even practice. Tryouts are not necessarily conducted in each sport.

Incoming students must have been cleared through the NCAA Eligibility Center which requires an application, final high school transcripts, and SAT or ACT test scores. Initial eligibility will be determined through a sliding scale. Students who are not eligible as freshmen may be eligible to compete after completing 24 credits at the University. The initial eligibility center also requires amateurism certification.

Athletic scholarships are offered in each sport based upon recommendations initiated by the coach and are renewable each year.
Continuing Eligibility
To continue to be eligible to participate on an intercollegiate athletic team, students must be eligible under the rules of the NCAA. The basic continuing eligibility rules are that a student must remain in good academic standing (cannot be on probation) and maintain satisfactory progress (an average of 12 credits per full-time semester enrolled).

Questions relating specifically to eligibility should be directed to the Compliance Coordinator in the Athletic Department. Questions about the intercollegiate athletic program should be directed to the Director of Intercollegiate Athletics at 610-683-4094 in Keystone Hall 105. Detailed information may also be obtained at www.kubears.com.

Student Government Association
All students enrolled at Kutztown University are members of Student Government Association (SGA) upon payment of the Student Activity Fee. Kutztown University Student Services, Inc. (KUSSI) is responsible for all of the SGA assets and is authorized by the University President to administer certain financial operations through SGA for the benefit of the students. The Student Government Board (SGB) is the legislative body governing SGA. KUSSI works closely with the SGB to provide financial assistance and other support services to students and student-led organizations at Kutztown University. Access to funding and free/low cost services is contingent upon the adherence to certain standards as determined by the Student Government Board (SGB). For more information on these policies, please contact the SGB Office at 610-683-4045 or email SGB@kutztown.edu or visit the SGB at https://engage.kutztown.edu/organization/student-government-board.

Student Government Association Constitution

Preamble
Whereby it becomes necessary for the students of Kutztown University of Pennsylvania to become a unified association in order that we promote a more representative and efficient student government; to promote a better means of communication within the University domain; and to ensure the rights and privileges of all our constituents; we the students do hereby establish the Student Government Association of Kutztown University of Pennsylvania.

Article I - NAME
This association shall from henceforth be designated as the Student Government Association of Kutztown University of Pennsylvania.

Article II – Membership of the Student Government Association
All students enrolled at Kutztown University shall be members of the Student Government Association upon payment of the Student Activity Fee.
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Article III – Functions
The Student Government Association shall function as a collective body from which a Student Activity Fee shall be collected and which shall elect as its executive and legislative body the Student Government Board as set forth in this document.

Article IV – Composition of the Student Government Board
Section 1: The Student Government Association shall be represented by 33 members of the Student Government Board as follows:

A. Ten representatives from the College of Liberal Arts and Sciences.
B. Three representatives elected from the College of Education.
C. Six representatives elected from College of Business.
D. Five representatives elected from the College of Visual and Performing Arts.
E. Five representatives elected from the student body At-Large.
F. Four representatives elected from the students registered within their first year at Kutztown University.

Section 2: Members of the Student Government Board must be elected by their select group. (Art. IV - Section I)

Section 3: Members of the Student Government Board shall:
A. Be a constituent of their select group for the duration of their term of office.
B. Represent the interest of their constituent group. (Art. IV – Section I)
C. Represent the interests of the student body in all business brought before the Student Government Board.
D. Serve for a duration of one year with the exception of those members elected in the mid-year election who shall be required to run again in the regular election. (Art. VIII - Section 5)
E. Remain in good disciplinary standing.
F. Maintain a 2.3 cumulative grade point average during each semester of membership.

Section 4: The term of each Representative shall end May 31.

Section 5: There shall be no limitations on the number of terms a Representative may serve.

Section 6: Each officer shall serve for one year beginning on June 1 and ending May 31.

Section 7: If a college ceases to exist the numbers need to be redistributed.

Section 8: If the structure of the current colleges changes then the Student Government Board will reapportion constituencies accordingly.

Article V – Executive Council
The executive power of the Student Government Board shall be vested in the Executive Council.

Section 1: The officers of the Student Government Board, in order of succession, shall consist of the President, Vice President, Parliamentarian, Treasurer, and Secretary.
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Section 2: Each officer may serve in only one position at one time on the Executive Council of the Student Government Board.

Section 3: In order to be eligible to run for office, a representative must be a member of the Student Government Board for two semesters.

Section 4: At the first regular meeting after the regular election, the newly elected Student Government Board shall nominate representatives to serve as officers. During the following meeting, the newly elected Student Government Board shall vote by secret ballot to elect the new officers.

Section 5: Should a vacancy occur on the Executive Council during the academic year, an election to fill the position shall be held by the Board at the next regular meeting. The newly elected officer shall fulfill the remainder of the term.

Article VI – Meetings
Section 1: Regular meeting times shall be decided by the Student Government Board.

Section 2: All special meetings shall be called by the Executive Council of the Student Government Board.

Article VII – Committees
Section 1: All standing committees and non-standing committee chairpersons of the Student Government Board shall be designated by the President of the Student Government Board in conjunction with a consensus of the Executive Council and the Student Government Board.

Section 2: Any Student Government Association member may be a member of any Student Government Board Committee upon the approval of the committee chairperson.

Section 3: The following committees shall serve as standing committees of the Student Government Board:
- Association of Campus Events
- Residence Hall Association
- Recreational and Club Sports Council
- United Greek Council
- Off-Campus Advisory Council
- Diversity Council
- Student Athlete Advisory Committee

Section 4: Each of the stated committees in Article VII, Section 3: shall have a liaison to the Student Government Board.

Section 5: All committees shall not conflict with the rules, regulations and orderly business of the Student Government Board.

Section 6: All committees shall be run in accordance with the Newly Revised Robert’s Rules of Order.
Article VIII - Elections

Section 1: All representatives shall be elected in elections supervised by the Student Government Board and its advisor.

Section 2: Each select group (Article IV, Section I) shall vote for candidates in their constituent group by secret ballot for their representatives to the Student Government Board.

Section 3: The general election of Student Government Board representatives shall be held no later than two weeks prior to the end of the academic year, and no earlier than five weeks prior to the end of the academic year.

Section 4: Four newly registered students shall be elected as representatives no later than four weeks into the Fall semester.

Section 5: A mid-year election shall be held no later than two weeks after the beginning of the Spring Semester should any vacancies have occurred up until that time. In the event vacancies bring the Board below 75% of full membership, a special election may be called at any time by the SGB executive council to return the Board to its full membership.

Section 6: In the event vacancies bring the Board below 75% of full membership, a special election may be called at any time by the SGB executive council to return the Board to its full membership.

Section 7: Students elected at the regular Spring election shall take office on June 1.

Article IX – Impeachment

Section 1: Any member of the Student Government Board may be impeached for failure to fulfill his/her duties and responsibilities set down in this constitution under the by-laws. (Article IV, Section 3.)

Section 2: Charges of impeachment may be brought up by any representative to the Student Government Board and requires a three fourths affirmative vote.

Section 3: Removal from office must be done in order of due process of law as set forth in the Document on Student Rights and Welfare, Article IV.

Article X – Parliamentary Authority

Robert’s Rules of Order Newly Revised shall govern all meetings.

Article XI – Advisors

The advisor to the Student Government Board shall be determined by the Division of Academic & Student Affairs and the Student Government Board and he/she shall be a professional member of the faculty and/or staff employed by the Commonwealth.

Article XII – Judicial

The judicial power of the Student Government Association shall be vested in the Student Judicial Boards established under the Student Rights and Welfare Document.
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Article XIII – Amendments

Section 1: On petition of 10% of the Student Government Association or two-thirds of the Student Government Board, the President of the Student Government Board shall call a meeting of the Student Government Board to discuss the proposed amendments.

Section 2: This meeting must be called and the proposed amendments must be published before they are brought to a vote. The amendments must be distributed to the Student Government Association at least two weeks prior to voting.

Section 3: Proposed amendments must be approved by a two-thirds majority of the Student Government Association members voting.

Article XIV – Ratification

To ratify this constitution, at least 50% of the Student Government Association must vote. At least 51% of those voting must vote affirmatively.
Alma Mater

Where stately trees are bending
Where nature’s glories shine,
And loveliness unending
In beauty rare combine,
There rise the Kutztown towers,
And there the college stands,
The wellspring of our powers,
The shrine our love commands.

And we will ever love her
And live to spread her fame;
Our lives shall add new lustre
Unto her glorious name.
As guardians of her new day
Our work will ever be
To labor so that she may
Achieve her destiny.
It's Good to be Golden