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Volume VII
Student Handbook

GANNON MISSION

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UNIVERSITY MISSION

Gannon is a Catholic, Diocesan university dedicated to excellence in teaching, scholarship and service. Our faculty and staff prepare students to be global citizens through programs grounded in the liberal arts and sciences and professional specializations. Inspired by the Catholic Intellectual Tradition, we offer a comprehensive, values-centered learning experience that emphasizes faith, leadership, inclusiveness and social responsibility.

STUDENT POLICIES AND PROCEDURES

POLICY OF NON-DISCRIMINATION AND AFFIRMATIVE ACTION

GANNON UNIVERSITY POLICY OF EQUAL OPPORTUNITY

It is the policy of Gannon University to affirmatively implement equal opportunity to all qualified applicants and existing students. In administering its affairs, the University shall not discriminate against any person on any basis prohibited by law. All aspects of student affairs and education of students including the recruitment, admissions, financial aid, and placement, access to facilities, student discipline student life, and student employment conform to this policy. Questions or inquiries regarding the University's policy should be directed to the Director of Human Resources, Gannon University, 109 University Square, Erie, PA 16541-001; Phone (814) 871-5615.

Gannon University does not discriminate on the basis of disability by excluding people with disabilities from participation in University programs or activities. The Coordinator of the 504/ADA Program acts as advocate for students with disabilities who require accommodation of facilities, programs, or services of the University. The more significant services provided by this office include: information on accessibility, identification of required accommodations, liaison with faculty and staff in establishing accommodations, (i.e., equipment, tests, note-taking, etc.) and the provision of auxiliary aides when required.

Students with disabilities seeking accommodations have the responsibility to: 1.) self-identify concerning the disability status in a timely manner; 2.) provide disability documentation that is current; 3.) request necessary accommodations.

Students seeking information or assistance in any matter regarding accessibility or accommodations, who have questions concerning the above policy, or a possible complaint of discrimination on the basis of disability, should contact: **Dr. Harvey Kanter, 504/ADA Coordinator**, the University official designated to coordinate efforts to comply with the HEW regulation, Section 504, of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Telephone: (814) 871-5522.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Public Law 93-380

Notification of Rights and Procedures:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, or appropriate Academic or Administrative Department a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they feel is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. The official in charge of the record will call the hearing and notify the student of the time and place. The hearing committee will consist of the Vice President who has authority over the person in charge of the record and either a faculty member or administrator of the student's choice. The student may also have a person with them to assist in presenting their case. If the decision is still not to amend the record then the student has the right to insert a statement into the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except in the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to those designated by the University as school officials with legitimate educational interests. Gannon defines a school official as a person employed by the University in an administrative, supervisory, academic, or support staff position (including Campus Safety and Health Services staffs); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his/her tasks. Gannon has defined a school official as having a legitimate educational interest if the official needs to review an education record in

order to fulfill his/her professional responsibility. A second exception is the University's intention to release information from a student's educational record to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605

Gannon gives students/parents an annual notice of their FERPA rights and procedures in the Student Datebook/Handbook. The Student Datebook/Handbook is distributed to freshmen and is available to everyone in several locations, including the Information Desk in the Waldron Campus Center, the Office of Student Living, and the University Mailroom. The University has designated the Registrar's Office as the office where questions relating to FERPA should be directed and where students should go to request the non-disclosure of directory information to third parties outside of the University. If a request is filed by an individual to not have directory information released, it will remain in effect until that individual files a request to have their preference changed.

Directory information is defined by the University as the following: student's name, address, e-mail address, telephone number, dates of attendance, full or part-time status, class standing, class schedule, major or minor fields of study, degrees, awards and honors received, participation in officially recognized sports and activities, weight and height of members of athletic teams, photographs, date and place of birth, and most recent previous educational agency or institution attended.

Last modified 11/19/01

ACADEMIC POLICIES

STUDENT ACADEMIC FREEDOM AND FAIR CLASSROOM PROCEDURE

Students have the right to an atmosphere conducive to learning and to equitable treatment in all aspects of the teacher-student relationship. This right applies to research and learning, both on and off campus, without interference, censure, or punitive action. It also guarantees to students the right to hold opinions, including those of a religious and political nature, and to express them freely. Students, for their part, are expected to inform themselves on their responsibilities and to respect the rights of the members of the University community and to remember that the public may judge the institution by their public utterances and actions. Hence, they should show appropriate restraint and have respect for the rights and opinions of others.

1. Instructors should provide their students with a syllabus for the courses they are teaching following the guidelines and requirements for syllabus construction as set forth by University Academic Affairs. This syllabus must contain the following:

- a. Information about the instructor, including phone number and office location and times when students may contact the instructor outside of class;
- b. Course outcomes, course requirements and the criteria for satisfactory performance;
- c. Assessment/evaluation procedures and the grading system for the course;
- d. Textbooks and materials needed for the course.

2. As a general policy, work assigned should approximate two hours of outside work for each contact hour.

3. All test grades and other minor graded assignments should be promptly made available to students. Return of assignments within a week or ten days should be regarded as the norm. Major assignments (research papers) should be returned within three weeks.

4. Each instructor should maintain up-to-date records of grades of each student enrolled in his or her courses, and should reveal the status at the student's request.

5. Each instructor should make clear to all students the nature; format and coverage of a test or other assignment, and this should be done at least one week prior to the date involved.

6. Periodic assessments should be conducted in all courses and at least three times throughout the semester. Many forms of assessment may be used, depending upon the nature of the course and the approach of the instructor.

7. Textbooks and other materials that students are required to purchase should be, in all cases, utilized as an integral part of the course; otherwise, they should not be required.

8. Tests administered in the classroom should be designed for completion within the scheduled period.

9. Final Examinations

a. Final examinations or their equivalent projects are required for all courses including both undergraduate and graduate courses. Final examinations for undergraduate courses will be administered according to the published Final Examinations Schedule. Final examinations for Graduate Courses will be administered during final examination week on the day and time of the regular class meetings.

b. Deviation from the above schedule may be authorized by the appropriate academic Dean for serious cause. Changing examination schedules without authorization by Deans is a serious infraction of school policy.

10. Attendance at all classes and laboratory sessions is expected of all students and all courses are conducted with this understanding. A student's grades are based upon the general quality of work performed in each course and by such factors as prompt completion of all assignments, papers, and readings, by presence for all examinations, and by participation in class discussion. Ultimately, it is the responsibility of each faculty member to set reasonable attendance policies appropriate to individual courses and to publish those policies on course syllabi. When so indicated on the course syllabus, class attendance may directly influence final grades in a course for upper-class students as well as freshmen. The following policy statements are to assist in a uniform class attendance expectation. Certain University events, such as athletics or particular extracurricular activities, in which the students represent the University in an official capacity, necessitate excused absences from classes. In such cases, it is inappropriate to penalize a student as a result of their absences resulting from their function as University representatives. Faculty then has a responsibility to provide the opportunity to complete any tests, assignments, or other work. Students should be aware that in the Junior and Senior years of study of some majors, i.e., health professions and education majors, it may be extremely difficult for extensive athletic or other types of extracurricular participation. Student should discuss this with appropriate University officials before selecting a major. The primary function of Gannon University is the education of its students. Consequently, it is judged to be inappropriate for any arm of the University to request that students excessively absent themselves from regularly scheduled classes in order to function as representatives of the University. Except in emergency situations (e.g., illness or accident), the student is expected to notify the faculty of scheduled course absences one (1) week in advance. Faculty may require verification from appropriate University staff. Freshmen who absent themselves, **whether it be excused or unexcused**, from a particular course in excess of twice the number of credit hours assigned to that course may be withdrawn from the course, upon recommendation by the faculty member to the Dean of the student's college. This request would typically result from unexcused absences, but a student with excused absences should also try to adhere to this limit. Although the student may not be penalized for excused absences as defined earlier, a combination of excused and unexcused may result in the same requested withdrawal. The faculty member would need to show the Dean that the student, because of the combination of absences, has not been able to show competency in the course and has no chance of doing so. Students who are active in athletics or co-curricular activities must be responsible for their learning and minimize unexcused absence in times such as sickness or emergencies. Missing an 80 minute class period is counted as one and one-half absence. In addition, the Office of New Student Services is interested in knowing which freshmen accumulated the maximum number of absences allowable and is prepared to undertake an inquiry aimed at helping the student. Reports on freshmen attendance must be initiated by faculty members, by means of direct contact with the Office of New Student Services.

STUDENT ACADEMIC GRIEVANCE POLICY

Scope and Purpose

This policy addresses academic grievances only. An academic grievance is defined as a complaint brought by a student regarding the University's provision of education and academic (only) services affecting their role as a student. Complaints or grievances connected to assigned grades represent a special case to the grievance process. Grading reflects careful and deliberate assessment of a student's performance by a faculty member. As such, the substance of grading decisions may not be delegated to the grievance process. Nevertheless, the University recognizes that in rare cases the process of grading may be subject to error or injustice. Therefore, a student who alleges an error or injustice in the grading process would follow this policy toward resolution.

This policy does not apply to student complaints regarding employment or alleged violations of other policies in the Student Handbook.

It is the intent that this policy to provide an efficient process, allowing for both informal and formal resolution of grievances related to academic concerns, complaints or allegations.

A student must initiate a grievance as close as possible to the date of the occurrence of the incident and no later than 45 days after the end of the semester in which the alleged grievance occurred. The three summer sessions are considered as one semester.

General Guidelines Academic grievance procedures should be kept as informal as possible based on principles of mediation and conciliation. Every reasonable effort shall be made to resolve any academic grievance at the lowest organizational level possible. In the event that it cannot be resolved informally, the student may seek resolution at the next higher level according to the Formal Resolution procedure.

In the event that the faculty member is no longer employed by the University or is not available within the timelines specified in these general guidelines, the student is to initiate the complaint with the faculty member's immediate supervisor.

The student filing a grievance may have a third-party advisor, such as the University Ombudsperson; attend any meeting at which the student appears. The faculty member involved in the grievance may also have a third-party advisor approved by the University attend any meeting at which the faculty member appears. Legal counsel shall not be used by either party in this grievance process.

Informal Resolution Phase All academic grievances begin with the informal resolution phase. This first step toward resolution of an academic grievance should begin at the lowest organizational level. The student and the faculty member or University colleague involved should meet to discuss and work toward resolution of the concern. The student should address the grievance to the faculty member or University colleague involved as soon as possible. The student should follow the established protocol regarding the levels of appeal. Formal resolution shall not occur without occurrence of the informal resolution phase. The student may contact the University Ombudsperson for assistance in initiating the academic grievance process or at any time during the process.

Formal Resolution Phase The formal resolution phase is used by the student when a satisfactory informal resolution has not occurred.

1. The first step in the formal resolution of an academic grievance is to submit a formal written account of the grievance to the appropriate immediate supervisor. Students may consult the Human Resources Office to determine the appropriate supervisor.

a. The written account must be submitted to the immediate supervisor within two weeks after the last meeting of the informal resolution phase.

b. The written account should include: identification of the grievant, the respondent, the incident - date, time, place, names of witnesses, the existing rule/policy/established practice claimed to be violated and a brief statement of the desired outcome.

c. Within three weeks of receipt of all written materials, the appropriate immediate supervisor will fact-find from involved parties and render a decision in writing via registered mail to the parties involved.

2. The second step, if needed, in the formal resolution phase occurs when and if the faculty or student is not satisfied with the immediate supervisor's resolution of the grievance. The student or the faculty member or University colleague involved may then appeal to the next level of the organizational chart by providing a written account of the grievance process and decision.

- a. A written account must be submitted to the next level of the organizational chart within two weeks of receipt of the decision rendered by the immediate supervisor (Step 1).
 - b. The written account should include: identification of the grievant, the respondent, the incident – date, time, place, names of witnesses, the existing rule/policy/established practice claimed to be violated, a copy of the decision of the immediate supervisor and a brief statement of the desired outcome.
 - c. Within three weeks of receipt of all written materials, the next level of the organizational chart will fact-find from involved parties and render a resolution in writing to the parties involved.
3. The third step, if needed, in the formal resolution process is to appeal to the appropriate College Dean.
- a. The College Dean shall be given a written account of the grievance process to date. This must be submitted within two weeks of receipt of the resolution decision rendered by the next person on the organizational chart (Step 2).
 - b. The College Dean shall render a decision in writing to the parties involved within three weeks.
 - c. In the event the Dean's resolution of the alleged academic grievance is not satisfactory to either party, the appeal shall be directed to the Provost and Vice President of Academic Affairs.
4. The fourth step, if needed, in the formal resolution process is to appeal to the Provost and Vice President of Academic Affairs. This step must be initiated within two weeks of receipt of the College Dean's decision.
- a. The Provost and Vice President of Academic Affairs shall review the written appeal and response(s) to make a determination whether or not there are sufficient grounds to hold an appeal hearing.
 - b. If there are insufficient grounds to hold an appeal hearing, the decision of the College Dean will be upheld.
 - c. If there are sufficient grounds to hold an appeal hearing, the Provost shall establish an ad hoc grievance appeal panel.
 - i) A grievance appeal hearing panel would be established on an ad hoc basis and consist of five members for each case. The grievance appeal hearing panel shall be convened by the Provost and Vice President for Academic Affairs. The panel shall be composed of the Provost and Vice President for Academic Affairs, or a designee (serves as Chair), two faculty representatives chosen from the Faculty Senate Academic Grievance Group, and two student representatives chosen from the Student Government Association Academic Grievance Group. The Provost and Vice President for Academic Affairs, or a designee shall have a vote only in event of a tie.
 - a) The panel members shall conduct the business of the appeal in strict confidence, and in private. The meetings and deliberations of the panel shall be closed.
 - b) The panel members shall have access to the written appeals and each person involved in the grievance.
 - c) The panel decision shall be communicated in writing to the student, faculty member, College Dean, and program director.
 - d) The decision of the grievance appeal panel must be submitted in writing by registered mail to both parties. This communication should include an opportunity for a member of the panel or the Provost and Vice President for Academic Affairs to debrief or otherwise provide further assistance to either party.
 - e) The decision of the grievance appeal panel is final.

CODE OF ACADEMIC INTEGRITY

Academic Integrity Gannon University considers the maintenance of academic integrity of utmost importance and stresses that students are responsible for thoroughly understanding this code. Absolute integrity is expected of every Gannon student in all academic undertakings; the student must in no way misrepresent his/her work, fraudulently or unfairly advance his/her academic status, or be a party to another student's failure to maintain integrity. The maintenance of an atmosphere of academic honor and the fulfillment of the provisions of this code are the responsibilities of the students and faculty of Gannon University. Therefore, all students and faculty members shall adhere to the basic principles of this Code. Each student will receive the Code of Academic Integrity publication of Gannon University during Freshman Orientation or entrance into the University. Upon review of the publication, the students will be invited to sign a pledge to uphold the Academic Integrity of their work and the work of their peers.

Forms of Academic Dishonesty

Plagiarism

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete and accurate documentation, and specific footnote references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness.

EXAMPLES (Including but not limited to):

1. Whenever one quotes another person's actual words.
2. Whenever one paraphrases another person's idea, opinion or theory; and
3. Whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.

Fabrication

Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive.

EXAMPLES (Including but not limited to):

1. Citing information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as your own any academic exercise (e.g., written work, documentation or legal document [e.g., patient charts, etc.], painting, sculpture, etc.) prepared totally or in part by another.
5. Taking a test for someone else or permitting someone else to take a test for you.

Cheating

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

EXAMPLES (Including but not limited to):

1. Copying from another student's test paper and/or other assignments.
2. Actively facilitating another student's copying from one's own test paper/other assignments.
3. Using the course textbook or other materials such as a notebook not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared and unauthorized materials or equipment during a test, e.g. notes, formula lists, notes written on student's clothing, etc.
6. Reporting a clinical visit completed when it was not.
7. Falsifying reports of clinical visits, laboratory exercises, or field experiences.

Academic Misconduct

Academic misconduct is the tampering with grades, or taking part in obtaining or distributing any part of a test not administered.

EXAMPLES (Including but not limited to):

1. Stealing, buying or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.
4. Entering a building, office file or computer/computer system for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University which relate to grades.

6. Entering a building, office, file, or computer/computer system for the purpose of obtaining an unadministered test.
7. Hiding and/or mutilating library/classroom books and/or equipment.

Procedure

Informal Procedure

If an instructor suspects that a student or students may have violated Gannon University's Code of Academic Integrity, he/she will promptly notify the student(s) involved and request an explanation of the alleged discrepancies noted. The student(s) will be invited to meet with the instructor to review the matter in question. The process of notification and meeting will take place within 30 calendar days of the alleged violation. If the student is cleared of the suspicion, the matter will be dropped. If the student(s) admits to the allegation as alleged, the instructor will impose a sanction upon the student. The student(s) should be aware that admission of guilt does not eliminate or lessen the sanction imposed by the instructor. If the sanction involves an "F" for the course or a recommendation that the Dean suspend or separate the student(s) from the University, a written statement of the infraction will be forwarded to the student(s) academic advisor(s) by the academic Deans.

Formal Procedure

1. If an instructor suspects that a student or students may have violated Gannon University's Code of Academic Integrity, he/she will promptly notify the student(s) involved and request an explanation of the alleged discrepancies noted. The student(s) will be invited to meet with the instructor to review the matter in question. The process of notification and meeting will take place within 30 days of the alleged violation. If the student(s) is/are cleared of the suspicion, the matter will be dropped.
2. If the student(s) and the instructor are not able to agree on the matter of guilt on the alleged violation or on the severity of the sanction imposed by the instructor, the student(s) may appeal the instructor's decision to the Dean of the College. Any appeal must be made within 10 calendar days of the instructor/student meeting. (Note: exceptions can be made for unusual circumstances [end of semester, graduation, and late grade returns, etc.]) Students are expected to continue to attend class during the appeal process.
3. A hearing will be scheduled with the Academic Dean, the instructor and the student. The instructor will present pertinent evidence and the student will be given the opportunity to challenge the evidence and present a defense. The Dean will issue a finding based upon the evidence presented. If the Dean determines that not enough evidence has been presented, the matter will be dropped. If the Dean finds the student(s) in violation of the Code of Academic Integrity, he/she has the power to issue a sanction. Finally, the Dean has the power to support the sanction originally imposed by the Instructor. (The Dean has the power to augment the sanctions by issuing administrative sanctions [i.e., suspension or separation]) in addition to the academic sanctions imposed by the faculty member. In all deliberations, the Dean may take into account not only the evidence of the appeal proceeding but also the record of any previous infraction.
4. Following the Dean's decision, the student(s) may wish to make a final appeal to the Provost with respect to the fairness of the original proceeding and/or the appropriateness of the punitive sanction imposed. The Provost will issue a decision within 10 calendar days of the appeal. Students are expected to continue attending class during the appeal process.

Academic Dishonesty Sanctions Any student found guilty of academic dishonesty will be subject to penalties, which, depending on the gravity of the offense, may include the following:

1. Failure of the assignment involved (subject to decision by faculty member)
2. Failure of the course (subject to decision by faculty member)
3. Subject to review and approval of the Academic Dean, separation from the University
4. Subject to review and approval of the Academic Dean, expulsion from the University.

Review and Expunging of Records

1. Records of completed disciplinary proceedings are destroyed if the student is acquitted.
2. Records of the completed disciplinary proceedings are maintained by the Office of Student Living/ Student Conduct Office and the Academic Dean's Office if the student is found guilty. The records are maintained for a period of three years after the student leaves or graduates from the University.

Policy on Professional Integrity

All students have an obligation to maintain ethical behavior in relationship to their profession.

Professional Behavior

Those behaviors reflecting status, character, and standards of the given profession.

Ethical Behavior Those behaviors in accordance with the accepted principles of right and wrong that govern the conduct of a profession.

Any student of Gannon University who engages in unprofessional or unethical conduct is subject to disciplinary action which could include reprimand, probation, separation and expulsion from the University.

Sources Robert M. Gorell and Charlton Laird, *Modern English Handbook*, 6th Edition (Englewood Cliffs, NJ, Prentice-Hall, 1976), p. 71. *Campus Rules and Moral Community: In Place of In Loco Parentis* by David A. Hoekema. Lanham, Maryland: Rowman & Littlefield Publishers, Inc., 1994. The format and definitions for the policy on Academic Integrity were adapted from the "Academic Honesty and Dishonesty" brochure produced by the College of Health Sciences, Gannon University, Erie, PA 16541. The format and definitions for the policy on Academic Integrity were adapted from the School of Hotel Administration, Code of Academic Integrity, and Cornell University.

Proposed by the Faculty Senate - November 17, 1994 Adopted by the University Academic Policy Committee - August 8, 1995 Approved by President's Council - October 10, 1995

CODE OF CONDUCT FOR INFORMATION TECHNOLOGY USE AT GANNON UNIVERSITY

Introduction

This policy applies to all data, voice, video systems and networks (including hardware, software, and information) owned or operated by Gannon University as well as to outside systems and networks to and from which Gannon University is connected. Gannon University shall, at its sole discretion, determine who shall be granted access to its information technology systems and networks. Use of Gannon University's systems and networks constitutes a continuing agreement to abide by all aspects of this policy. Violation of this policy can result in reprimand, reduction or loss of technology-related privileges, and/or referral to university authorities for disciplinary action. Violation of law may result in referral to appropriate authorities.

Acceptable Use -- General Statement

Since the Gannon University systems and networks are vital to the programs of instruction, research, and administration of the University, the expectation of ethical conduct by users of such systems and networks is the same as in all other areas of University life and is of equal importance. The information technology systems and networks at Gannon University are intended to be used in a manner that supports the educational mission of the University and is conducive to the overall academic climate. Because users de facto represent Gannon University, they are expected to apply standards of normal academic and professional ethics and considerate conduct in the economical use of all Gannon University systems and networks. In addition, users are expected to be aware that their use of the

systems and networks is subject to all applicable University regulations, Internet regulations, and federal, local, and international laws.

Prohibitions Users are prohibited from using systems and networks to conduct various activities including, but not limited to, the following:

Access or use accounts, information, systems or networks at Gannon or at other sites accessible from Gannon's networks without explicit authorization to access

Disrupt or interfere with the performance or functional behavior of systems or networks; such interference or disruption includes, but is not limited to: propagation of computer worms or viruses; the transmission of information which, by virtue of its content, amount, or routing, degrades the performance, functionality, or reliability or any network or system

Interfere with productivity, privacy, or comfort of users of systems or networks. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising or recruiting materials; transmission of annoying amounts of information not desired by the recipient(s); impersonating another user; attempting to gain access to or use the passwords or access codes of another user; viewing, altering or deleting information belonging to another user; and intercepting network packets (data, voice or video) intended for another user

Inspect, copy, transmit, distribute or disclose any proprietary or confidential information or data, including that pertaining to Gannon University's students, employees, vendors, donors, and alumni without authorization; this applies to any format (print, electronic or other)

Copy or distribute or transmit intellectual property without explicit permission of the owner. Intellectual property includes, but is not limited to text, video, audio, software programs, information and data

Create, access, copy, display, store, transmit or distribute obscene, pornographic or sexually-explicit materials or materials contrary to the University's mission and vision

Harass, threaten, stalk, or abuse others or engage in behavior that constitutes sexual harassment pursuant to university policies

Install any software on a Gannon system or network without ensuring Gannon University has license or authorization to do so and providing written proof to your department head or ITS

Conduct business unrelated to the University, engage in commercial activities or print output for personal projects without the University's prior written consent

Excessively or inappropriately use technology resources for non-Gannon purposes. Such use includes, but is not limited to:

- o sending or storing files on computer systems
- o sharing files with others (sending or receiving) using peer-to-peer transmission
- o sending domain broadcast messages
- o propagating electronic "chain letters" or "broadcasting" inappropriate messages to lists or individuals
- o using lab computers for long times to send personal e-mail or web browsing

Obligations

Users are expected to use systems and networks in a responsible manner, which includes, but is not limited to, the following:

Use only your login ID or account to access a system. Never use anybody else's login ID.

Keep your passwords confidential. Do not share them with anyone. If you think someone else knows your password, change it immediately because until you do so, you are still responsible for any of his or her actions on the system or network.

Because materials posted or transmitted on the Internet are identified as coming from Gannon University computer systems, include a disclaimer on any posted or widely distributed materials that the information does not necessarily represent the views of Gannon University

Run anti-virus software every time you start your computer, when you use a diskette or when you download files from the Internet.

Privacy No user should have any expectation of privacy as to his or her use of Gannon's systems or networks; including, but not limited to email, Internet usage or PC files. Under certain circumstances, it may be necessary for an Information Technology Services staff member or other appropriate University official to access files or monitor system or network activity for the purpose of maintaining the system or investigating potential violations of this or other University policies.

DRUG FREE SCHOOLS POLICY

Gannon University, as a result of its commitment to provide for the holistic development of students in the Judeo-Christian tradition, has an obligation to eliminate illegal drug use and the abuse of alcohol from its campus. To implement its commitment to provide a drug-free environment for its students, the University has established the following policy.

Gannon University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property or as part of any University activity. Faculty, staff, and students of the University must also comply with the laws of the Commonwealth of Pennsylvania on the possession and consumption of alcohol and controlled substances.

The University policy prohibiting illegal drugs and alcohol in the workplace is a protection of and support for the staff and students of Gannon University. Any employee convicted of a drug offense occurring in the workplace will be subject to disciplinary action (up to and including suspension, suspension without pay, and termination) and may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as agreed upon between the employee, Human Resources and the Employee Assistance Program provider. Further information concerning disciplinary action and appropriate

procedures are available from Human Resources. Student responsibilities regarding alcohol and drug use are outlined in the University Regulations Section of this handbook. Students violating the University's policy may be referred to Counseling Services for assessment and may be required to follow through with the recommended rehabilitation program. More detailed information regarding the Student Drug and Alcohol Abuse Prevention Program are available from the Student Development Office.

STUDENT ASSISTANCE PROGRAM Gannon University provides a variety of programs designed to promote the prevention of illegal drug use and alcohol abuse, and in resolving student abuse problems. The University demonstrates its commitment to eliminating illegal drug use, and resolving alcohol problems through the Student Assistance Program. The services of the Student Assistance Program shall include:

A. Counseling and assistance through Counseling Services to students who self-refer for treatment;

B. Monitoring of students' progress through treatment and rehabilitation by the individual making the referral;

C. Education and training coordinated by Student Development to all levels of staff and students on:

1. The types and effects of alcohol and other drugs;
2. Symptoms of alcohol abuse and other drug use and their impact on performance and conduct;
3. The relationship of the Student Assistance Program to treatment and confidentiality issues.

D. Maintenance of the confidentiality of treatment records in accordance with the Protection of the Rights and Privacy of Parents and Students (Public Law 93-380).

The Student Assistance Program is administered by the Student Development Division and is available to all students without regard to a finding of drug or alcohol abuse. The Student Assistance Program provides counseling and rehabilitation for all referrals, as well as education and training regarding illegal drug use and alcohol abuse. Any student with drug or alcohol abuse problems may be referred to appropriate services.

Community Resources

Al-Anon	454-4730
Alcoholics Anonymous	452-2675
Community Integration	456-2014
Crime Victim Center of Erie County	455-9414
Erie Department of Health	451-6700
Family Services (Drug & Alcohol)	866-4500
Gaudenzia Erie	459-4775
Hamot Medical Center	877-6000
Millcreek Community hospital	864-4031
Pyramid Healthcare	934-5355
St. Vincent Health Center	452-5000

DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989 The Drug-Free Schools and Communities Act requires that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education, state educational agency, or local educational agency must certify that it has adopted and implemented a program to prevent the possession, use, or distribution of illicit drugs and alcohol by students and employees.

As set forth in the statute, Gannon University's program is required to provide at a minimum:

A. An annual distribution, in writing, to each employee and student (regardless of the length of the student's program of study), including:

Standards of conduct that clearly prohibit, at a minimum, possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;

A description of applicable legal sanctions under local, state, or federal law;

A description of health risks associated with the use of illicit drugs and the abuse of alcohol;

A description of available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs;

A clear statement of the disciplinary sanctions that the University will impose on students and employees;

B. A biennial review by the University of its program to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

DRUG-FREE WORKPLACE ACT OF 1988

See Volume III – 3.1.6

LEGAL INFORMATION As residents of Pennsylvania and members of the Gannon University community, you have a right to be informed of the law and a responsibility to obey the law. Revisions to the Pennsylvania Crimes Code signed into law by Governor Casey in May of 1988 (Act 31) legislate stringent penalties pertaining to:

1. Possession, use, attempt to use, sale or manufacture of false identification card (Sections 6307, 6310.2, 6310.3)
 2. Attempt to purchase, consumption or attempt to consume, possession or attempt to possess, or transportation of liquor or malt or brewed beverages (Section 6308)...by person(s) under the age of 21.
- Act 31 also cites sanctions for:

1. Representation to a liquor dealer that a minor is of age (Section 6309)
2. Inducement of minors to buy liquor or malt or brewed beverages (Section 6310)
3. Sale or furnishing, or purchase with the intent to sell or furnish, liquor or malt or brewed beverages to persons less than 21 years of age (Section 6310.1)

Criminal Code sanctions based on type and number of violations may include fines, imprisonment, conviction of offenses ranging from summary offenses to misdemeanors of the second degree, loss of driver's license, predisposition evaluation to determine the extent of the individual's involvement with alcohol, and/or the requirement to successfully complete a prescribed program of education, intervention or counseling approved by the Department of Health.

Notification to parents is mandated for arrest under sections 6308 and 6310.3. Regarding the issue of Third Party Liability, Section 493 of the Pennsylvania Liquor Code states: "It shall be unlawful for any...person, to sell, furnish or give away liquor or malt or brewed beverages, or to permit any liquor or malt or brewed beverages to be sold, furnished or given, to any person visibly intoxicated,... . . or to any minor or to habitual drunkards, or persons of known intemperance habits."

Regarding illicit drugs (categorized as Schedule I, II, III and IV substances under the Controlled Substances Act), Act 64 of the Federal drug and Cosmetic Act prohibits:

1. Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substances.
 2. The adulteration or misbranding of any controlled substance, drug or device.
 3. Forging, counterfeiting or falsely representing the label, stamp, etc. of any drug or substance.
 4. Acquisition of a controlled substance or drug by misrepresentation, fraud or forgery (forged prescriptions) or obtaining from medical sources by feigning symptoms of an illness.
 5. Growing marijuana, cultivating, and compounding, packing, storing, concealing, ingesting or otherwise introducing controlled substances into the human body.
 6. Possession of drug paraphernalia to include pipes, cutters, scales, etc.
- Penalties for violations under Act 64 may include: arrest and/or conviction for offenses ranging from summary to felony status, imprisonment, fines, and/or the loss or forfeiture of products, property, raw materials and vehicles used or obtained in the commission of prohibited acts under Act 64.

All matters relating to alcohol are governed by the Pennsylvania Crimes code, Pennsylvania Liquor code, and related state statutes. The drinking age in this state is 21 years of age or over. No person under the age of 21 is permitted to:

1. Attempt to purchase, consume, transport, possess, OR purchase, consume, transport or possess alcoholic beverages.
2. Use, possess, sell, manufacture **or attempt to** use, possess, sell, or manufacture false identification.

PASTORAL STATEMENT TO GANNON COMMUNITY

Sexuality as God's Gift and Our Response to Gay and Lesbian Student Concerns

INTRODUCTION

God is the creator of all persons and things and the origin of all that is good. The living out of our sexuality is a broad and life-long challenge. In a culture that is at times rather materialistic and narcissistic, the fragile beauty of human sexuality can be lost. This pastoral statement is intended to remind members of the Gannon community that human sexuality is a gift from God, a gift that we are to treasure and guard. Certainly a brief statement like this cannot cover all aspects of a healthy Christian sexuality. However, it can serve to remind us of a small portion of wisdom that appears to be elusive throughout our community at the present time.

This statement focuses in a particular way on the issues dealing with gay and lesbian students and it is intended to serve as a call to accountability for all of us.

A PASTORAL IMPERATIVE

Among the many concerns in the area of human sexuality that call for a contemporary response, several are of particular concern on a college campus: promiscuity, sexual harassment, sexual violence. Although each of these deserves our attention, the focus of this statement is homosexuality and attitudes and negative behavior expressed toward gay and lesbian students.

Sexuality is a gift from God which impels us to be in relationship with others. This gift deserves our respect and reverence. However, it is often misunderstood, misdirected, and abused today by many individuals regardless of their sexual orientation.

Gay and lesbian individuals often find themselves marginalized by society, even harassed and persecuted. On college campuses they frequently experience isolation, loneliness, and the intolerance of homophobia.

The Catholic Church and Gannon University deplore violence, harassment and ill treatment of gays and lesbians, and call for society in general, and the Gannon community in particular, to demonstrate respect and compassion. Thus members of the Gannon community are called to foster an environment which respects all students and assists in their development regardless of their sexual orientation. We are challenged to examine our prejudices regarding sexual orientation, including homophobia, and in doing so, to develop a climate reflective of a Christian community where all individuals accept, respect and value others.

Accordingly, Gannon University attempts to create an atmosphere where learning and making life-enhancing decisions are part of a student's experience. Gannon recognizes the unique difficulties gay and lesbian students experience as they struggle with issues of sexual identity, as well as difficulties associated with the recognition and acceptance of their sexuality. It is during difficult times that support is essential. As a community, Gannon must commit to developing a supportive environment for all students to grow.

At the same time, the Gannon community acknowledges its fidelity to the Catholic moral viewpoint, one that is illumined by faith and is consciously motivated by our desire to do the will of God, our Father. Specifically, the Church believes and Gannon maintains that God's design for the exercise of sexuality is that it is to be both procreative (open to the transmission of life) as well as unitive (expressive of the love between husband and wife). Any sexual activity that is not procreative and unitive is considered to be a misuse of God's gift and consequently immoral. Therefore, Gannon University, in remaining committed to its Catholic moral tradition, cannot condone a sexually active gay lifestyle which is not God's intention for our gift of sexuality.

At the same time we must demonstrate a real commitment to the spiritual development of students whose orientation is homosexual. All of us are children of God and are blessed with the opportunity to know love and serve God through the living of our lives. It should come as no surprise that in the process of growth, young people often deal with great struggles and choices and even make mistakes in the area of sexuality. This is true for all students regardless of their sexual orientation. Our Christian and Catholic tradition has always promised the support of grace in making decisions as well as the possibility of forgiveness when we fail.

GANNON'S COMMITMENT TO ACTION In sum, Gannon University faculty, administration, staff and students are expected to foster and sustain a climate where all people are respected and valued, and where people's basic human dignity is staunchly upheld. The Gannon community is committed to:

1. Honestly exploring the meaning of human sexuality in the context of faith;
2. Sincerely endorsing the appropriateness of chastity for all, in accordance with the teachings of the Church;
3. Supporting the spiritual development of gay and lesbian students;
4. Providing a secure and appropriately supportive environment where gay and lesbian students can pursue their education;
5. Developing programs to heighten awareness of and sensitivity to issues of sexual identity.

October 21, 1996

Approval: Approved by President - October 21, 1996 Approved by Bishop, Diocese of Erie - October 21, 1996

Approved by President's Staff - October 29, 1996 Supported by Board of Trustees - November 18, 1996

STUDENT CODE OF CONDUCT

Introduction

Gannon University is a Catholic Diocesan institution that is committed to promoting an environment that is conducive to learning, living, and engaging in student life. The University student conduct process is designed to be both educational and developmental. The conduct process must balance the wellbeing of the individual while also balancing the wellbeing of the entire campus community.

Each student is a member of the University Community. All members of the community are expected to abide by the standards set forth based on the University's shared values rooted in the Catholic tradition. Students are responsible for their own behavior, and when reasonable the behavior of their guests and other members of the community.

The student conduct process is an educational process. It is different from criminal or civil court proceedings. In the conduct process students are found responsible for violations of policy if they are found more likely than not to have violated a policy.

Authority

The student handbook contains the University's community standards and expectations. Students are responsible for knowing the handbook and are provided a link to the handbook each year. The University utilizes GU email as the official mode of communication. Students are responsible for checking their email on a daily basis. A student is defined as any individual accepted at the institution. The University's community standards and conduct process apply to all students including: full time, part time, dual enrollment, graduate, doctoral as well as all student clubs and organizations. Upon admission to the University, students acknowledge their awareness and agree to adhere to the policies and regulations.

The community standards of the University apply to student behavior that takes place on campus, off campus, or at University sponsored events including, but not limited, to ABST, TRAVEL, and study abroad. Community standards may be applied to behavior conducted online. Public postings on social

media sites, chats, blogs, twitter etc. may lead to allegations of community standard violations. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials.

Students are responsible for their guests and may be found responsible for violations of community standards committed by their guest. Visitors or guests may report violations of community standards committed against them by members of the community.

When the University becomes aware of a violation of community standards off campus the behavior will be investigated to determine if a violation has occurred.

Alleged violations of federal, state, or local law will be investigated and addressed through the conduct process. The conduct process will typically go forward regardless of any criminal complaint that may come about from the same incident.

There is no time limit on reporting violations of the community standards, however, the longer someone waits to report a violation, the harder it becomes for the University to investigate.

Anonymous complaints are permitted but doing so may limit the University's ability to investigate and respond to the complaint. Individuals aware of misconduct are encouraged to report it as soon as possible to the Student Conduct Officer or the Campus Police and Safety.

COMMUNITY STANDARDS

Alcohol

Each student is responsible for conducting themselves in ways consistent with federal, state and local laws, for following University policies and for assisting those impaired by alcohol or drug use in the interests of their health and well-being. Impairment due to alcohol or drug use is never an excuse for misconduct.

Students 21 or older, who choose to consume alcoholic beverages, are expected to do so in moderation and with responsible decision making. Negative actions including loud or disruptive behavior, interference with the cleanliness of the residence halls, or drinking habits which are disruptive or injurious to the health or education of individuals will not be tolerated.

Pennsylvania law requires that individuals must be at least 21 years old to purchase, possess, or consume alcoholic beverages. The following expectations are for all students and their guests:

1. Students of legal age residing in campus housing will follow university standards (including state laws) relating to alcohol use. In order for alcohol to be allowed in the room, at least one of the residents of that room must be of legal age.
2. Anyone under the age of 21 is not permitted to be in a room where alcohol is visibly being consumed unless that person is (are) the roommate(s) of the resident over the age of 21.
3. If a minor is found consuming and/or possessing alcohol in the room ALL alcohol present will be disposed of by the resident and the of-age resident may be held responsible. This rule applies to all residence halls, rooms, and houses.
4. Possession and/or consumption of alcoholic beverages is not permitted in hallways, lounges, stairways, courtyards, community bathrooms, parking lots, patio/balconies, or any public areas on campus. All alcohol transported through public areas must be unopened and concealed in a box/sack.
5. Bars, Kegs, party balls, trash cans, or other large vessels that contain alcoholic beverages are prohibited in the residence halls.

6. Public advertisement of private gatherings in a resident's room is prohibited.
7. All private gatherings held in student rooms/apartments must be confined to the specific room and the door must be closed.
8. Any games, activities, or equipment that promotes the excessive use of alcohol (e.g. beer pong or beer pong tables, drinking games, and other items similar in nature), are not permitted on University property. Any such items may be confiscated and not returned if found on University property.
9. Residents are responsible for their behavior and that of their guests at all times. Alcohol use/misuse does not excuse disruptive, excessively noisy, or indecent behavior.
10. Empty alcohol containers may not be displayed in rooms as decoration
11. Students are not permitted to furnish alcohol to minors or to provide a place for minors to drink on or off campus.
12. Consuming alcohol, on or off campus, in a manner that result in intoxication or in behavior judged to be abusive, offensive, disorderly, unlawful, or dangerous to others is not permitted.

Amnesty

In cases of intoxication and/or alcohol poisoning, the primary concern of the University is the health and safety of the individual(s) involved. Individuals who seek medical assistance for themselves or actively assist another individual to seek help while under the influence of alcohol may not be held responsible for a violation of the University's alcohol policy.

An Amnesty exception may be granted if:

- Student meets with the Student Conduct Officer or their designee following the incident.
- No other conduct violations (such as disorderly conduct, assault, vandalism etc.) were committed by the student during the same incident.
- The student completes a required educational follow-up in a timely manner.

Amnesty does not apply when:

- Students wait until Campus Police or Residence Life Staff arrive.
- Conduct violations other than those related to alcohol.

Animals – Students are not permitted to bring animals in university buildings other than those outlined in the residence life handbook.

Arrest – Students are responsible for notifying the student conduct officer within 72 hours of release if they have been arrested, cited, or issued a Protection from Abuse order.

Bullying/Cyber-bullying – unwanted negative behavior verbal, psychological, physical, or electronic conducted by an individual or group against another individual which is recurring over time.

Complicity –presence during any violation of University community standards, regulations, or policies in such a way to condone, support, or encourage the attempted or carried out violation.

Discrimination – Any act or failure to act that is based upon an individual's or group's actual or perceived status that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational program or activities.

Dishonest Behavior

1. Engaging in any form of dishonesty, including cheating, plagiarism, fabrications, or assisting others in doing so.
2. Knowingly furnishing false information to the University, or misrepresentation of information about oneself or others when providing information to a University official acting in performance of her/his duties.
3. Engaging in forgery, alteration, or the unauthorized use of University records, documents, or instruments of identification.
4. Misusing financial assistance (aid) through fraud or abuse.

Disorderly Conduct - Disorderly conduct is the unreasonable or reckless behavior by an individual or group that creates a potentially unsafe situation to members of the community or property; disrupts the peace or interferes with the normal operation of the University or University sponsored events; and/or infringes on the rights of others.

Disruption - Conduct that a reasonable person would view as substantially or repeatedly interfering with the normal functioning of a class, clinical setting, co-op setting, residence hall or other setting is prohibited. Additionally, conduct that interferes with, impairs, or obstructs the orderly conduct, processes and functions of the University or which may adversely and unreasonably impinge on the legitimate interest of others is prohibited.

The following are examples of disruptive behavior [but not limited to:]

- Use of profanity or derogatory language
- Intoxication
- Verbal abuse (i.e., taunting, badgering, intimidation)
- Harassment (i.e., use of fighting words," stalking)
- Threats to harm oneself or others
- Behaviors that interfere with an academic activity
- Physical violence (i.e., shoving, grabbing, assault, use of weapons)

Drugs

Gannon University regulations on controlled substances are based on Federal and Commonwealth of Pennsylvania laws. Any violation of these laws or regulations on- or off-campus will be grounds for University Disciplinary Sanctions.

The following activities are prohibited and include but are not limited to:

1. The use, possession, sale, or distribution of controlled substances, without a prescription, on University property or housing.
2. The misuse or illegal distribution of prescription and non-prescription medications/controlled substances
3. Possession or use of drug paraphernalia, including but not limited to pipes, bongs, rolling papers and blow tubes.
4. Irresponsible conduct under the influence of a controlled substance, on- or off-campus, which brings discredit or disfavor to the University. Also using substances that induce euphoria (huffing as example).
5. The use, possession, or distribution of a controlled substance at an event that is sponsored by the University and/or a University organization on- or off-campus.
6. Supplying drugs, including methods of using controlled substances, for whatever reason, in whatever amount, and in all circumstances.

7. The smoking of any type of herbal blend or mix. In the case of marijuana, the detection of odor is sufficient evidence to justify a search and/or to constitute a violation of University policy.
8. Being present in a room/apartment in which a controlled substance or paraphernalia is found, possessed, used or sold. All individuals present will share responsibility on or off-campus.
9. Campus visitors found in possession of, supplying, or under the influence of controlled substances in violation of this policy will be asked to leave University property immediately. They can be prosecuted under Commonwealth of Pennsylvania, local or federal law. They are also in violation of University policy. Community members may be liable for the actions of their guests.

Fire Safety – Violation of local, state, federal or campus fire policies including, but not limited to:

1. Intentionally or recklessly causing a fire which damages University or personal property or which causes injury.
2. Failure to evacuate a University controlled building during a fire alarm/drill
3. Improper use of University fire safety equipment;
4. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property.

Failure to Comply – Failure to comply with a reasonable directive of University officials including faculty, staff, law enforcement officials, and residence life staff.

Falsification/misrepresentation – Knowingly furnishing, possessing, or creating false or forged materials, documents, accounts, records, or identification.

Gambling – Students are expected to abide by the federal and Commonwealth of Pennsylvania laws prohibiting illegal gambling. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law.

Harassment - Behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, harassment, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written, or electronic means.

Hazing - The University interprets hazing as any act (by an individual or group), whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate whether on-or off-campus. These actions are prohibited and include but are not limited to the following:

1. Use of alcohol.
2. Paddling in any form.
3. Creation of excessive fatigue.
4. Physical or psychological shocks.
5. Quests, treasure hunts, road trips or scavenger hunts.
6. Wearing of clothing which is conspicuous or in bad taste.
7. Engaging in public stunts or buffoonery.
8. Morally degrading or humiliating games or activities.
9. Late work sessions which interfere with academic preparations.
10. Body marking/painting.
11. Any activity that is not consistent with fraternal, civil, ritual or policy of the University or which adversely interferes with the mission of the University.

Individuals who participate (perpetrators or victims) can be held accountable and cited under Commonwealth of Pennsylvania Law. Consent of the participants has no bearing on charges and all parties can be cited. (Refer to Pennsylvania Anti Hazing legislation – PS 24-5354(3) or Act 175.)

Any individual who feels that he/she has been a victim of hazing may follow one of two procedures:
Report the activity to:

- Director or Associate Director of the Office of Student Organizations and Leadership Development,
- Student Conduct Officer,
- Athletics, Director
- Associate Vice President of Student Development.

In the case of less serious infractions, the individual selected from the above list will attempt to rectify the problem with the offending organization. An advisor, campus minister, administrator, or faculty member observing or receiving a report of a hazing incident must report the incident to the Student Conduct Officer. In the case of national affiliation, the University will notify the national office of the affiliated student organization. Every effort should be made to keep the name of the complainant confidential. In the event that the situation continues, is repeated, or is considered to be of a serious nature, the Student Conduct Officer will automatically address the matter. Hazing which involves alcohol, harassment, physical or psychological abuse, or which threatens the safety of individuals is considered to be of serious nature. The Student Conduct Officer shall have the responsibility to investigate the reported incidents by interviewing the parties involved and collecting written statements; to determine if a hazing incident has occurred; to impose an appropriate sanction, up to and including removal of University recognition from the offending organization and expulsion of the offending individuals/organization from the University.

Personal Conduct - Conduct violating contemporary community standards of morality and/or in violation of Gannon University standards will not be tolerated. In addition, any activity not in conjunction with the University's Mission Statement will not be tolerated. Any type of lewd or indecent conduct on University property, or at University sponsored events, whether on- or off-campus, will also not be tolerated. Every student is expected to be a "Good Samaritan" and provide help when needed or inform the proper University office if another student or member of the community is in distress. Depending on the situation, sanctions that may be applicable may be waived.

Retaliation -The University will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of University policy. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation.

Residence Life/University Policy – Students are responsible for following all policies listed in the Residence Life Handbook as well as rules, regulations, or policies listed in other University publications.

Sexual Misconduct Policy – The Sexual Misconduct Policy and procedures may be found in the Campus Sexual Misconduct Policy Handbook.

Solicitation - No outside person, organization, student, staff, faculty or business may solicit on the University campus without the express permission of the Vice President of Finance and/or the Director of Residence Life. This includes the distribution of any type of leaflet or posting, exchange of goods or services, and bartering or selling services of goods.

Regulations for Residence Halls

The following regulations apply to all clubs and organizations affiliated with Gannon University as well as outside groups. For solicitation within residence halls/apartments, prior approval must be obtained from the Office of Residence Life. This must be communicated in writing in advance to the Director of Residence Life or his/her designee within 10 days prior to the requested event. Requests would include a

meeting, signage, or any other type of direct or indirect event. Signs/posters must have prior approval from the Office of Student Living. Every effort will be made to provide a suitable meeting place within the building or on a particular floor. Individuals will be prohibited from visiting each floor or going door-to-door within the residence buildings because of safety concerns.

Theft - Unauthorized possession or theft of University property, the property of any member of the University community, or the property of others on- or off-campus.

Threatening Behaviors - an expressed or implied threat to interfere with an individual's health or safety, or with the property of the University, or property on University premises belonging to others, which causes a reasonable apprehension or fear that such harm or injury is about to occur. Threatening behaviors may include threat and intimidation.

Threat – written or verbal conduct that causes a reasonable expectation of injury to health or safety of any person or damage to any property.

Intimidation – Intimidation is defined as implied threats or acts that cause a reasonable fear of harm.

Tobacco -The use of any form of tobacco (including smokeless tobacco or blends) is prohibited in University vehicles and buildings including classrooms, auditoriums, conference rooms, dining halls, lobbies, hallways, restrooms, stairwells, entrance doors, residence hall rooms, apartments and offices. The use of any form of tobacco, including smokeless tobacco and E-Cigarettes, is restricted to open areas, well away from entrances to or around any University buildings (20-feet no-smoke zone). Any by-products of tobacco usage are to be properly discarded. All university owned housing units are smoke and tobacco free buildings. All smoking must be conducted a minimum of 20 feet from any University housing unit.

Unauthorized Entry/trespassing- Unauthorized entry into or use of University property, including but not limited to the following is prohibited:

1. University facilities.
2. Equipment or resources (e.g., library materials, etc.).
3. Use of keys or swipe cards for access to buildings, rooms or apartments by those other than the contracted Gannon University student residing in said building, room or apartment.

Vandalism - Unauthorized destruction of University property or the property of others on- or off-campus.

Violation of Federal, State, and Local Laws – A violation of any local, state or federal civil or criminal law is a violation of this code, even if the specific conduct prohibited by the law is not listed within the code or the offense is not prosecuted in a court of law. A finding of guilty or an admission of sufficient facts in criminal court may be used to support a violation of University policy.

Violence- Acts of violence and aggression include verbal or physical actions that create fear or apprehension of bodily harm or threaten the safety of an individual or group. Examples of such behavior include but are not limited to:

- Slapping, punching or otherwise physically attacking a person.
- A direct or implied threat of harm or hostile behavior that creates a reasonable fear of injury to another person or unreasonably subjects another individual to emotional distress.
- Brandishing a weapon or an object, which appears to be a weapon, in a threatening manner.
- Intimidating, threatening, or directing abusive language toward another person.
- Stalking.
- Intentionally damaging University property or the property of another.

Weapons – possession, use, or distribution of explosives, guns, or other weapons or dangerous objects, including the storage of any item that falls within the category of a weapon in a vehicle parked on University Property.

The following items are prohibited and include but are not limited to:

Explosives

- Fireworks
- Ammunition
- Chemicals that form to make an explosive device

Guns

- Air soft
- BB Guns
- Pellet guns
 - ❖ *Guns utilized for hunting or for the criminal justice class may be stored at the Office of Police and Safety.*

Dangerous Objects

- Arrows
- Axes
- Machetes
- Nun chucks
- Throwing stars
- Knives other than kitchen

Wrongful utilization of goods, services, or information -The following activities are prohibited by students and their guests:

1. Stealing from, and/or possessing without authorization, any property or services from another person, group of people, or the University.
2. Embezzling, defrauding, or procuring money, goods or services under false pretenses.
3. Possessing, purchasing or receiving property, money or services knowing them to be stolen or embezzled.
4. Issuing a check on campus knowing that it will not be honored when presented for payment.
5. Duplicating keys, computer access codes, or other devices without proper authorization.
6. Forging, altering or causing any false information to be entered on an administrative record or presented at an administrative proceeding.
7. Unauthorized use of any long distance caller identity codes.
8. Unauthorized use of the computer system, computer access codes, and restricted areas of computer services.
9. Possession or use of false identification.
10. Possession and/or use of keys or swipe cards for access to buildings, rooms or apartments by those other than the contracted Gannon University student residing in said building, room or apartment. This policy also applies to administrative buildings – only those Gannon University community members with authorization may possess and use keys and swipe cards to access administrative buildings, offices, and rooms.

DISCIPLINARY PROCEDURES

The Student Conduct Officer and their designee are responsible for dealing with all alleged violations of Community Standard cases except academic dishonesty.

1. An incident report is submitted reporting a violation of Community Standards and is reviewed by the Student Conduct Officer or their designee.
2. The students involved in an incident will be notified via email or letter. The email or letter will include the date, time, and location of the meeting, and notification of the alleged violations.
3. The Student Conduct Officer or their designee meets with the student(s) involved. At this meeting students will be:
 - a. Informed of their rights and responsibilities
 - b. Invited to give a statement regarding any information they wish about the incident/event.
 - c. May choose to accept responsibility for the alleged violations
 - d. Potential outcomes will be discussed
4. The Student Conduct Officer or their designee will gather pertinent information and interview relevant witnesses to determine if a violation has occurred. In determining whether a violation has occurred the Conduct Officer or designee will analyze information to determine if it was more likely than not that a violation occurred.
5. Students will receive in writing the outcome of the conduct meeting after the Student Conduct Officer or designee has made a determination.

Appeals

All students found responsible for any violations have the right to an appeal. Students may choose to appeal on the following basis:

- A. A procedural error – a substantial error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- B. New Information – information that was unavailable at the original conduct meeting, or investigation has come available, that could substantially impact the original finding or sanction.
- C. Severity of Sanction – the sanctions imposed are substantially disproportionate to the severity of the violation.

Appeals Process

1. All appeals not involving suspension or expulsion must be submitted in writing within five business days of the received outcome to the Student Conduct Officer.
2. The appeal will be reviewed by the AVPSDE.
3. Students will be notified via e-mail of the decision of the AVPSDE. The decision of the AVPSDE is final.

In cases involving suspension or expulsion, students must return the appeal form within 48 hours of receiving the outcome. The Committee on Student Conduct hears all appeals of suspension or expulsion cases. The University strives to hear all appeal hearings within 14 days of submission of the appeal. If the period is longer than 14 days the University will notify the student with an explanation of the extension and an expected time frame for the appeal.

In cases of appeal, the University reserves the right to enforce sanctions during the appeal process if it is determined the physical, mental or emotional well-being of any or all Gannon Community (including the accused) is at risk.

Sanctions

When a student is found responsible for violating the Universities Community Standards or other policies they may be subject to sanctions. Below is a non-exhaustive list and description of University sanctions.

Disciplinary Statuses

Status	Description	Points – The University utilizes points to help students understand disciplinary statuses and make the conduct system more concrete.
Written Warning	A student is advised that they have been found in violation of the community standard and they should avoid future violations of the policy.	1
Official Warning	An official warning that a student has violated a community standard and further violations may lead to higher level sanctions.	2 - 5
Probation	Probation is imposed for serious violations or a pattern of violations. Students placed on probation are not in good standing with the University. Additional violations may lead to suspension or expulsion from the University.	6
Suspension	Involves the exclusion of the student from participation in any academic or other activities of the university for a specified period. Students who have been suspended from the University forfeit all University fees, are withdrawn from University courses contingent on the academic calendar(if after the withdrawal date students receive F grades), and are not permitted on campus or at University sponsored events without the permission of the University Student Conduct Officer. Students who are suspended are permitted to reapply to the University as long as they fulfill all requirements of the suspension.	10
Expulsion	Expulsion is permanent exclusion of the University. Students who have been expelled forfeit all University fees, are withdrawn from University courses contingent on the academic calendar(if after the withdrawal date students receive F grades), and are not permitted on campus without the permission of the University Student Conduct Officer. Students who are expelled are not permitted to reapply at the University.	10

Possible Sanctions

Change of Housing	Relocation to a new housing assignment.
Community Service	Assignment of a number of service hours to be completed within the campus community or the general community.
Counseling	Students may be required to attend counseling on or off campus. If mandated to attend counseling off campus the student will be responsible for any expenses or costs.
Education	Students may be required to participate in an educational program or experience.
Formal Apology	A written statement in which the student reflects and apologizes for their behavior.
Interim Suspension	When there is reasonable cause to believe that the Student's presence at the University poses a significant risk of substantial harm to the safety or security of themselves, others, or to property, the student may be immediately suspended from until the outcome of the conduct proceedings.
Loss of Housing	Students may be removed or suspended from University housing for a period of time. A student who has been removed from housing will still be responsible for all fees outlined in the housing agreement.
No Contact Order	A directive that mandates a student not to contact another student. A no contact order includes contact, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person's behalf. It warns the student that any contact could be considered a violation of University policy.
Parent Notification	The University may inform a student's parent(s) or legal guardian(s) that the student has been found in violation of University rules and policies.
Restitution	Students may be required to pay for damages or other expenses.
Restricted Campus Access	Students may be restricted from entering buildings on campus from registering for certain courses, or from participation in activities.

COMMITTEE ON STUDENT CONDUCT

Structure of the Student Conduct Committee

Membership

Eight faculty members, appointed by the President of the Faculty Senate and seven students, appointed by the President of the Student Government Association, will be eligible to serve on appeal hearings. Each appeal committee will consist of five members; each appeal committee will consist of at least one student and one faculty member. From this pool of members, five will be chosen randomly and called to serve at individual appeal hearing as necessary. One (1) staff member from Student Development and Engagement will be present as ex-officio member.

Chairperson The Chairperson of the Student Conduct Committee shall be a faculty member recommended by the Vice President of Student Development and Engagement and Student Conduct Officer and approved by the Faculty Senate. The Chairperson does not have a term limit and serves continuously upon agreement of the Vice President of Student Development and Engagement and the President of the Faculty Senate.

Function of the Student Conduct Committee the Committee shall meet as determined by the needs of the University. A quorum for appeal hearings will consist of five (5) voting members, including the Chairperson. The Committee will ensure all rights are provided an accused student as outlined in the Student Handbook. The committee will review all appeals and a simple majority vote will determine if the committee will take action to modify the original decision.

Procedures

Students who choose to appeal have the right to appear or not appear before the committee. Meetings are closed to the general student body and the public. The advisor may advise the student but may not speak on the student's behalf.

For the protection of both the University and the student, an audio recording of the meeting will be made and kept on file with the Student Conduct Officer.

At the beginning of the hearing, the Student Conduct Officer and/or (or designee) will present the Chairperson of the Student Conduct Committee with a statement of the violation of University policy, along with a description of the University Community Standard or policy violated.

The Student Conduct Officer and/or (or designee) will then present the facts in support of the violation or violations being made.

Any student found to knowingly provide false information in a hearing before the Committee will be subject to expulsion from the University.

After all the facts have been presented and the student has had the opportunity to present information related to the appeal, the Committee, excluding ex-officio members, will deliberate and make its decision based on the information provided. The Committee will render a decision to grant or deny the appeal. If the committee grants an appeal, modifications to the original decision will be recommended to the Student Conduct Officer. The Student Conduct Officer will inform the student of the outcome. If the committee denies an appeal no further action will be taken and the original decision/sanction will remain.

All decisions of the Student Conduct Committee are final, with the exception of "expulsion ". An appeal of an expulsion order may be made to the President of the University. This appeal must be made within 48 hours of the outcome.

The Student Conduct Committee may meet during the last two weeks of a regular academic semester, all University break periods, or Summer Session, even though a quorum may not be present.

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WITHDRAWAL POLICY

Involuntary Administrative Withdrawal

Involuntary Withdrawal is utilized in extraordinary circumstances when a student is unable or unwilling to request a voluntary leave of absence, and such a leave may be necessary because the student's behavior poses a direct threat to the safety of themselves or others or where the student's behavior is disruptive of the university's learning environment.

The involuntary leave will be initiated if based on an individualized assessment, it is determined that there is a significant risk that the student will harm him/herself or others, and that the risk cannot be eliminated or reduced to an acceptable level through reasonable and realistic accommodations and/or on-campus supports. The assessment shall be based on a reasonable medical or mental health judgment, other relevant objective evidence and the totality of the circumstances. This standard also applies to hearings on the reinstatement of a student who has been withdrawn.

This policy will not be used in lieu of disciplinary actions to address violations of Gannon University's Code of Conduct. A student who has engaged in behavior that may violate the Code of Conduct will be subject to the University Conduct Process.

Before an Involuntary Leave is considered, efforts may be made to encourage the student to take a Voluntary Leave of Absence.

The following procedures will be followed:

The Associate Vice President of Student Engagement (AVPSDE) or a designee shall consult with appropriate University Personnel. The AVPSDE shall then determine what, if any, immediate action needs to be taken to ensure the safety of the campus community. When safety is an immediate concern, the AVPSDE or his/her designee may remove a student from the campus pending final decision on Involuntary Leave. If this action is deemed necessary, the student will be given notice of the removal and an opportunity to be heard by the AVPSDE.

Review The following guidelines apply to the review session with the AVPSDE (or designee)

- A. The AVPSDE will meet with the student about the incident(s), review the process and information, and consult with appropriate internal or external personnel before determining any final University action. The student may have an advisor or support person present for all consultations with the AVPSDE. Legal counsel is not permitted at review sessions with the AVPSDE.
- B. Student will be informed by University e-mail, the official mode of communication at the University, of the time, date, and location of the review session. At least two days advance notice will be given.
- C. The student will be asked to provide any relevant medical records or other information available prior to the meeting.
- D. The AVPSDE will consider relevant medical records and other information available, including information provided in a timely manner by the student. The student may be asked to sign a medical records release, and to authorize direct communication between the Director of Counseling and Health Services and the student's medical provider(s)
- E. The AVPSDE will consult as reasonable and when appropriate in a particular matter with the following individuals or their designees regarding the need for a leave of absence:
 - a. Director of Campus Police and Safety
 - b. Dean of the school in which the student is enrolled
 - c. Academic Advisor

- d. Director of Counseling and Health Services
 - e. Student Conduct Officer
 - f. Any additional relevant University Personnel
- F. The student will have the opportunity to meet with the AVPSDE or their designee prior to the official review meeting. At this meeting the student may review information that will be presented in support of the involuntary withdrawal.
- G. The student and the student's support person may present information for or against involuntary withdrawal and will be given the opportunity to ask questions of others presenting information. The hearing will be conversational and non-adversarial; however the AVPSDE or other designated person in charge of the review will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded.
- H. The AVPSDE or their Designee will determine if a direct threat exists when a student poses a significant risk to the health and safety of themselves or others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:
- a. The duration of the risk;
 - b. The nature and severity of the potential harm;
 - c. The likelihood that the potential harm will occur; and
 - d. The imminence of the potential harm.
- I. A written decision will be rendered by the AVPSDE (or designee) within 5 business days, stating the reasons for its determination. The decision will be delivered via their GU student email account. If the student is withdrawn, the notification will include information concerning when reapplication may be made, as well as specifying any conditions of reinstatement.

Administrative withdrawal due to lack of engagement in academic courses

Undergraduate

A student who has never attended, stopped attending, or has not completed a sufficient number of assignments or tests in all of his/her courses to the point that he/she cannot pass all of these courses, will be subject to administrative withdrawal. This policy only applies to situations that involve a student's lack of participation in all classes as described. The student's final grades for these courses will be consistent with the policies as stated in the academic calendar. The student will be responsible financially for the semester as outlined in University policies as well as state and federal financial aid policies regarding loss and/or repayment of loans or other aid.

Course faculty will attempt to contact the student and the student's academic advisor as soon as the student's academic behaviors indicate an intervention needed. If this intervention is unsuccessful the faculty or academic advisor will submit an EARS form to the Student Success Center. If an administrator who is addressing a behavior issue with a student discovers that the student is not engaged academically, the administrator should contact the Dean of Student Development. The Dean will contact the Director of the Student Success Center and faculty to begin the above process. If appropriate, attempts will be made by the Student Success Center in collaboration with the student's academic advisor and/or course faculty member to re-engage the student.

If the student does not comply with the recommendations made by the Student Success Center, or if it is determined by consultation with all of the student's instructors that it is too late to pass all of the courses, then the student's academic advisor will confer with the Director of the Student Success Center, the Academic Dean and if appropriate the Dean of Student Development about an administrative withdrawal (complete withdrawal) from the University.

Graduate

A student who has never attended, stopped attending, or has not completed a sufficient number of assignments or tests in all of his/her courses to the point that he/she cannot pass all of these courses, will be subject to administrative withdrawal. This policy only applies to situations that involve a student's lack of participation in all classes. The student's final grades for these courses will be consistent with the policies as stated in the academic calendar. The student will be responsible financially for the semester as outlined in University policies as well as state and federal financial aid policies regarding loss and/or repayment of loans or other aid.

Course faculty will contact the Graduate Program Director as soon as a student's academic behaviors indicate an intervention is needed. If an administrator who is addressing a behavior issue with a student discovers that the student is not engaged academically, the administrator should contact the Dean of Student Development. The Dean will contact the Graduate Program Director to begin the above process. If appropriate, attempts will be made by the Graduate Program Director to re-engage the student. If the student does not comply with the recommendations made by the Graduate Program Director, or if it is determined by consultation with all of the student's instructors and Program Director that it is too late to pass all of the courses, then the Graduate Program Director will confer with the Academic Dean and Dean of Student Development if appropriate about an administrative withdrawal (complete withdrawal) from the University.

HEALTH CENTER POLICIES

Northwest Corner 6th & Sassafras Streets Extension - 7622 or 7490 Gannon University Health Center (also referred to as the Student Health Services Office) is minor care facility. The office is staffed by a Nurse Director and two staff nurses. A physician is available at scheduled hours during the fall and spring semester. Doctor's visits are by appointment only. Scheduled nursing appointments may also be made. There are no health services hours during the designated vacation breaks; however, office personnel will be available for administrative duties only. **All students who opt to use the services of the Health Center must have the Gannon University Health Examination Form on file in our office.** This required medical form, with documentation of immunization completed, must be submitted to be eligible to receive health care services in the Gannon University Health Center. All students at the time of their visits who do not have their form on file will be referred for care. All students in the College of Health Sciences will have two separate forms of eligibility: one for their program requirement (mandated) and one for Health Center services.

The Health Examination Form should be enclosed in the student admission packet. Those students who do not receive the form can pick one up at the Gannon University Health Center or on the Gannon University Student Health Services Office website. Each student properly registered may, as needed, receive such medical care as the Health Center is equipped to provide at the discretion of the medical staff.

The services provided include:

1. Treatment for minor illness or injury and referrals as necessary
2. Promotion of Wellness Program
3. Health education and information
4. Pharmaceutical purchase for some of the doctor-ordered medication (optional)
5. Gannon Health Insurance Plan Enrollment Packet

Hours are Monday through Friday from 8:00am to 4:00pm. In the event of an emergency, go to Hamot Emergency Room, 2nd and State Streets or St. Vincent's at 312 W. 25th and/ or if an ambulance is necessary, dial 911.

Student Medical Insurance Plan All students are encouraged to maintain health insurance plans while enrolled at the University. Students should be aware of their health insurance plan and the scope of coverage. If you are covered by your parent's health insurance, coverage may be impacted if you change your academic status from full-time to part-time or withdraw from the University.

NOTE: Gannon University has a policy that mandates that all enrolled international students must have Health Insurance coverage; therefore, there will be a charge on their tuition bills for the insurance that Gannon has contracted with an independent insurance carrier to provide. This is an Accident and Sickness Plan. If the International student can provide proof of insurance then he/she will be permitted to sign a waiver and remove this charge.

The University insurance plan is Optional for all other enrolled students. Students who go on internships, rotations, clinicals, etc. need to check with their academic departments to see if there is a requirement to show proof of insurance before going on site. This is particularly true for Health Science majors. Details relating to Gannon University's health insurance coverage, cost, and enrollment instructions can be obtained from the Student Health Services Office or by visiting their website.

Mandatory Meningitis Vaccine Policy All new students who will reside in University-owned housing, which includes residence halls, apartments, and sorority houses on campus, are required by Commonwealth of Pennsylvania law to obtain a meningitis vaccine before admission to housing will be granted. Students may sign a waiver and request an exemption from this mandate if the student (or parent, if the student is a minor) provides a signature as to the reason (i.e., religious or medical reason). Enrolled students are encouraged to obtain the vaccine from their primary care provider/clinic and present the form of evidence of being vaccinated prior to obtaining the room key to their housing unit. Information regarding meningitis and the vaccine may be obtained from the Student Health Services Office or its website.

Medical Excuse Policy It is the policy of the Gannon University Student Health Services Office not to issue a written medical excuse for students related to their absence from classes.

It is the responsibility of the student to communicate with his/her professor and to follow the requirements of the professor regarding the course work missed. Penalties for absenteeism depend upon the policy and discretion of the professor, as outlined in the course syllabus.

Written notification to professors regarding student absenteeism due to illness is provided by the Health Center only when a student is hospitalized or has an extended illness requiring three or more consecutive days of absence or hospitalization. Notification is also provided by the Office of Student Living when a student is hospitalized, has an extended illness, has a family emergency, or there is a death in the family. Professors wishing to verify other cases of student absence due to illness or injury may call the Director of the Student Health Services Office at 871-7490. Dates on which the student received care can be verified; other health information is confidential. Neither the Director of the Student Health Services Office nor the Office of Student Living provides written notification for individual classes missed due to illness.

Mandatory TB (Tuberculosis) Screening Policy and Mantoux Testing Policy for International Students

All international students must complete a risk assessment questionnaire when the student arrives on campus (during International Student Orientation). If this assessment reveals the student is in the "high risk" category as defined by the World Health Organization and the Centers for Disease Control, the student must provide documentation of a Mantoux PPD skin test completed within six months of enrollment in the university regardless of prior BCG inoculation.

If the results of the Mantoux PPD skin test are negative, the student will be considered in compliance with the university policy.

If the results of a prior Mantoux PPD skin test are positive, the student may submit a copy of a chest x-ray report and any follow-up treatment received written or translated in English. The student will be retested at the Health Center and if that test is positive the student will be required to follow with the Erie County Department of Health.

If the student does not have documentation of a Mantoux PPD skin test, the student must undergo a skin test which will be administered during International Student Orientation or at Student Health Services.

The student will be responsible for following the steps required and directed by Health Center staff.

Information regarding tuberculosis screening and the testing policy may be obtained from the Health Center.

STUDENT ORGANIZATIONS POLICIES

Gannon University recognizes the potential in, and the right to, the existence of student clubs and organizations which are in harmony with the mission, goals and objectives of the University. To these various student groups Gannon lends its name, support and resources. Gannon University, exercising its rights and responsibilities, affirms such groups as legitimate and productive members of the University community. Conversely, the University reserves its right to deny or withdraw recognition from any group deemed not to be in concert with its goals and objectives.

Gannon University is a governed community with its ultimate authority residing in the Board of Trustees, delegated authority resting with the President and, through him/her, the various administrative officers and recognized campus bodies. Each of these persons and bodies share, to an appropriate degree, in the role of guardians of the integrity and good name of Gannon University. For this reason, the process of recognizing, supporting and fostering student organizations is a shared responsibility.

University Recognition

University Recognition is granted or denied by the Director of Student Organizations and Leadership Development as the designated University official responsible for the status of clubs and organizations.

Recognition and Approval of a club/organization at Gannon University

The following steps will allow for your club/organization to gain recognition with the University, and if applicable/desired, Student Government Association (SGA) as well. Please contact the SOLD Office at ext. 7657 if you have questions or concerns while completing the recognition process.

1. To obtain University recognition, a club/organization must submit (to the Secretary in the SOLD Office) the following documents:

a. A constitution outlining the purpose of the organization, its administrative structure, membership requirements, voting privilege, time frame for election of officers, and a statement supporting the mission, goal and objectives of Gannon University.

b. A roster with a minimum of 15 members is required. No member may be on academic probation or have a quality point average of less than 2.0, unless your organization's constitution specifies a different standard.

c. A registration form with the list of officers, including their contact information (e-mail address, telephone number).

d. A signed statement from a member of the Gannon University faculty, staff or administration stating their commitment and willingness to serve as the campus adviser.

e. A copy of the (inter)national constitution or charter (if the organization is a chapter of an (inter) nationally affiliated organization).

A decision to refuse University Recognition may be appealed through the Student Development Committee.

2. A student organization that has received University recognition may petition for Student Government Association (SGA) approval.

a. Contact the SGA Vice President for Clubs & Organizations at x7656 and request that this item be put on the agenda for a General Assembly meeting.

b. Organization representative must attend that General Assembly meeting and give a brief presentation on the purpose and mission of the organization.

c. A decision to refuse SGA approval may be appealed through that body after a period of one (1) semester.

Requirements for Maintaining University Recognition

- Renew your club/organization registration each Fall with the SOLD Office
- Submit the *Change of Officer, Member, and/or Adviser Form* to the SOLD Office for any changes in your club/organization within 5 days of a change
- Comply with University regulations as outlined in the Student Handbook regarding alcohol use, drug use, hazing, and other behavior-specific issues
- Adherence to the Posting Policy and the *Gannon University Electronic Communications Guidelines for Clubs and Organizations*
- Have a faculty/administrator/professional staff member as a Campus Adviser
- Executive officers of the club/organization attend mandatory organization information sessions such as the SGA President/Treasurer Forum (*if club/organization is recognized by SGA as well*)

Organizations that do not meet these requirements as outlined will be put on probation for 30 days and will not be eligible for the benefits of University status until they are in compliance with the requirements and apply with the Director of Student Organizations and Leadership Development for reinstatement of University status.

Failure to comply within 30 days could result in the permanent loss of University status of the club/organization. A club/organization may appeal the probation by submitting a written explanation of the circumstances of the non-compliance to the Director of Student Organizations and Leadership Development before the end of that 30 day period.

Rights and Privileges of Recognized and Approved Clubs and Organizations

Each recognized club and organization must be registered with the Office of Student Organizations and Leadership Development annually. Groups which have been granted University Recognition, SGA Approval, and have completed their registration with the Office of Student Organizations and Leadership Development are entitled to the following:

- Use of the University name in the organization's title
- Campus publicity by printed announcements and posters as approved by SOLD, Waldron Campus Center and/or Student Living
- Use of University facilities when appropriate paperwork is complete
- Publishing group events in the Datebook/Handbook
- Advertise club/organization events, fundraisers, etc. on the MyGannon Web Portal (*in accordance with the Gannon University Electronic Communications Guidelines for Club & Organizations*)
- Petition for SGA funds for group projects and activities (*in accordance with current year SGA Guidelines for Funding*)
- Raise funds on University property with appropriate approvals

- Reserve the use of University facilities
- Use of a campus mailbox for club mail
- Use of the University printing services (fee charged for services)
- Involvement of members will be added to their Co-Curricular Transcript
- Listing in official University publications
- Approved organizations may open a campus bank account
- Participation in various campus events such as the Activities Fair, Homecoming, Springtopia, etc.
- Support from staff members of the SOLD office

University Poster/Flyer Policy

All clubs and organizations, upon obtaining University and SGA recognition, have the right to advertise programs, events, and fundraisers, according to the following regulations:

A. All advertising on the Gannon University campus must be written in English or a foreign language (including English translation) as determined by the Office of Student Organizations and Leadership Development (SOLD) and must have the appropriate “APPROVED” stamp on them.

B. Posters (fastened to wall or bulletin board) may not exceed twenty (20) in number per event. Each poster must be stamped by a professional staff member of the SOLD and/or Waldron Campus Center (WCC) Office. Flyers (handouts) may not exceed fifty (50) in number per event.

C. All advertising by non-University organizations must adhere to the Gannon University Solicitation policy (as referenced in current Datebook/Handbook), and be approved by a professional staff member of the SOLD and/or WCC Office.

D. No poster may be hung on any wood, glass or door. All posters must be held with masking tape on walls or thumbtacks on bulletin boards. The use of duct or packing tape is not permitted at any time.

E. Posters may only be posted in the following locations:

1. Bulletin boards
2. Open stairwells of the academic buildings (except for Morosky)
3. On bulletin boards or designated areas in enclosed stairwells (fire regulations for escape routes) of the academic buildings
4. Glass pillars of the Power Room (WCC)
5. Entrance hallway to the Beyer Cafeteria
6. Marble wall space of Keim Commons (WCC)
7. Zurn Hall curved wall (outdoors only)
8. Keim Commons (outside on west wall only)
9. Bulletin boards located in the Student Lounge areas on the 1st and 2nd floors and in departmental student resource rooms (Morosky).

F. Posters/Flyers will not be approved until the proper paperwork (event authorization form) has been completed.

G. All posters/flyers may not be posted any earlier than fourteen (14) days prior to the event and must be removed by the club/organization or individual responsible for the posting within three (3) days after the event.

H. Unapproved or expired posters/flyers may be removed by the initial hanger, SOLD, WCC, Campus Services Office staff members or any SGA member.

I. Posters/flyers may not contain reference to alcoholic beverages, images and/or language that is in conflict with the mission of Gannon University.

J. Additional posters/flyers may be displayed in the residence halls and apartment buildings, subject to the approval of each Residence Hall Director and/or the Office of Student Living. All postings must be received by the Student Living Office Mondays by 9:30 am. Postings are only distributed to buildings once a week and the RD/RA Staff will hang them.

K. Posters may not exceed four (4) feet in height or width.

L. Advertising methods other than posters and flyers are not permitted on Gannon University property (i.e. chalk on sidewalks), unless approved by the Office of Student Organizations and Leadership Development.

M. This poster/flyer policy does not apply to departments and/or offices of the University as long as the department and/or office name(s) is printed on the poster. Any breach of this policy may be just cause to revoke the privilege of advertising on Gannon's campus. All violations concerning a Social Greek Organization will be reported to IFC or Panhellenic. All other club/organization violations will be reported to the SGA Executive Board. Any club or organization wishing to appeal a governing board's decision may do so to the Director of Student Organizations and Leadership Development.

Approved 12/08/06 by the Student Development Committee

Fund-Raising/Philanthropy Guidelines All clubs and organizations have the privilege to fund-raise. All fund raising projects must be registered by and approved with the SOLD Office within the proper time frame through the use of the Event Authorization Form. Any fund raising that occurs in residence halls or apartments must have the approval of the Office of Student Living. Fund-raising tables must be reserved five (5) days in advance with a professional staff member of the WCC.

Gannon University Electronic Communications Guidelines for Clubs & Organizations

All club and organization messages are communicated to the Gannon community via the My.Gannon Web Portal (my.gannon.edu). Contact Nancy Kujawinski, kujawins004@gannon.edu, or call 871-5657 for questions regarding these guidelines

An event/meeting/fundraiser must be approved by the SOLD Office and the proper paperwork must be completed before the request will be posted on the portal.

An organization must be a University approved organization to request Informational postings to the My.Gannon Web Portal under the organization name. A one-time approval will be made to an organization seeking members in order to obtain University recognition.

Under Gannon Information on the Home Page choose "Request a Portal Announcement." You will then be directed to complete an online form. Please select Nancy Kujawinski as the poster.

1. Posting requests should be sent at least 3 working days in advance of the event date.
2. The event being advertised must be in compliance with the University regulations as outlined in The Student Datebook/Handbook.
3. An organization is limited to two postings per event/meeting/fundraiser.
4. The posting request may not contain any inappropriate or offensive language or material.
5. The posting request must be in simple text format.
6. The posting must clearly indicate the date, time, place, and reason for the event.
7. Postings regarding fund raising activities of organizations must include specific information pertaining to the use of the proceeds.
8. Posting requests pertaining to major student University events such as SGA elections, Homecoming, Springtopia, and other events as determined by the S.O.L.D. office will be communicated in the Announcement section.

9. Events may only be posted in the Main section of the Web Portal for three days. After the three days, the notice will appear in the Announcement Archive section.
10. Clubs/Organizations may use the plasma screen in the Waldron Campus Center main lobby to promote student events. PowerPoint or Word Document slides must be sent to the Activities Programming Board (APB) Technical Assistant for inclusion on the plasma screen at apbdisplay@gannon.edu.

MISSING STUDENT NOTIFICATION POLICY

In compliance with the Higher Education Re-authorization Act of 2008, a policy has been established to provide procedures for reporting, investigating and making emergency notification regarding any student of Gannon University who is believed to be missing.

Definition - A student is presumed to be missing when his/her absence is inconsistent with his/her established patterns of behavior and the deviation cannot be explained. Before a person is deemed to be missing, reasonable measures should be taken to confirm if that established pattern of behavior cannot be explained. The individual should be reported as a missing after 24 hours.

Policy/Procedure – Any member of the University, including employees or a student who is concerned that a member of the University community is missing should contact the Director of Police and Safety (814-871-5814) or the Director of the Office of Student Living (814-871-7564) immediately.

Emergency Contact

Student (Resident or non-resident) – A student is defined as any student attending classes as a student at Gannon University. Said student needs to provide the University with an emergency contact individual to be notified. It is the student's responsibility to upgrade his/her information. The information will be compiled by the Office of Student Living and shared with the Office of Police and Safety. If a person is missing the local police agency will also be informed.

The UNIVERSITY OMBUDSPERSON

The function of the University Ombudsperson is to provide a mechanism for handling student, faculty, and staff concerns for which no established procedures exist, or for which established procedures have not yielded a satisfactory solution. It is not the function of the Ombudsman to replace existing organizational structure, but to assist the student to make proper use of these structures to facilitate their more effective operation.