

Lake Erie College  
2008-2009  
Student Success Planner

I have received a copy of the 2008-2009 Student Success Planner and Handbook. It is intended as a guide to the privileges and responsibilities of membership in the College community and I understand that it is my responsibility to become familiar with the standards, regulations and policies of Lake Erie College.

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Print Name

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Signature

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Date

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

Welcome to the 2008 – 2009 Academic Year!

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

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

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

Robin McDermott  
Vice President, Enrollment Management & Student Affairs

## **Student Success Planner and Handbook** (Revised January 2009)

### **STUDENT HANDBOOK**

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

### **MISSION STATEMENT**

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

(Approved by the Board of Trustees in April, 2007)

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## Campus Telephone and Office Directory

Academic Affairs	CH 111	7150
Activities	HC 120	7508
Admissions	CH 100	7050
Advising/Registrar	CH 121	7010
Alumni Relations	Kilcawley	7220
Athletics	AWC	7470
Bookstore	HC 1 <sup>st</sup> floor	7530
Bursar	CH 117	7020
Career Services	CH 200	7080
Education Department	CH	7155
Equestrian Center	EQ	8000
Food Service- Metz	HC 2 <sup>nd</sup> floor	7520
Financial Aid	CH 107	7100
Fine Arts Department	FA	7455
Health & Wellness	SSC	7425
Housing/ Residence Life	HC 120	7509
Human Resources	Kilcawley	7210
Information Technology	HC 3 <sup>rd</sup> floor	7580
Intramurals	AWC	7473
Library	Library	7400
Maintenance	Service Dept.	7550
Management Studies	CH 3 <sup>rd</sup> floor	7115
Mailroom	CH Lower Level	7025
Operator	CH 1 <sup>st</sup> floor	0 or 7000
President's Office	Kilcawley	7200
Safety & Security	HC 1 <sup>st</sup> floor	7575
Student Life	HC 120	7505

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### **Building Abbreviations**

AWC	Athletic & Wellness Center
CC	Commuter Center
CH	College Hall
FA	Fine Arts Building
HC	Holden Center
SSC	Student Success Center

### Campus Emergencies

In the event of a serious incident involving Lake Erie College students, personnel or property call 911 followed by Campus Safety & Security (x7575). Safety & Security will notify the appropriate College officials.

Students, faculty and staff will receive the College's response to disasters (tornadoes, fires, etc) at the beginning of the academic year. This information will be posted on the main website as well.

### Cancellations

If the College is closed due to inclement weather or for other reasons, local radio and television stations will be notified through the Office of Public Relations and Marketing. Daily cancellation information is available on the website, [www.lec.edu](http://www.lec.edu), under *Current Students* or students may call the class cancellation line at 440.375.7260.

### Directory Information

Lake Erie College may release directory information in accordance with the provisions of the law as defined in Title IX. Directory information relating to a student is defined as the following: name, telephone number, date and place of birth, academic major, dates of attendance, degree earned, honors, awards, scholarships, honor societies and Dean's Lists, officially recognized campus activities or sports, and the height and weight of members of athletic teams.

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

### Educational Records

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

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

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

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

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

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

### Equestrian Van

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

## Nondiscrimination, Equal Opportunity and Affirmative Action

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

## Photography Statement

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

## Student Notification of Rights

Educational records containing personally identifiable information are confidential and will not be released to third persons, except as authorized by law. Students and parents, if dependent for Internal Revenue purposes, have a right (with certain exceptions) to inspect educational records as defined by the applicable statute. Application to inspect educational records should be made to the Affirmative Action Officer. If students believe their educational records are inaccurate, have a right to a hearing on the merits to correct your records. Should the outcome of the hearing also deny the request; students have the right to file a letter of rebuttal that will be maintained as a permanent part of the educational record. Students have the right to file complaints concerning failure by Lake Erie College to comply with the Acts Office, U.S. Department of Health, Education and Welfare, 200 Independence Avenue, SW, Room 526-E, Washington, DC 20201. For further details concerning rights under the law, students should consult the Affirmative Action Officer.

## **ACADEMIC ADVISING**

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

Each student at Lake Erie College is assigned an academic advisor within his or her major area of study. Advisors will assist in formulating educational goals or career plans, explaining school policies, and selecting courses each term. All students are required to meet with their advisor prior to registering for classes each term. Students that have yet to declare a major will meet with either a representative from the office of Academic Advising, or a designated faculty member for advising purposes.

*LEC ACCESS* is a secure on-line registration/information system available to all Lake Erie College students. Using this system, students can register for classes; view their schedules, grades, and academic transcripts; check financial aid information; make payment arrangements, and much more.

### Change of Schedule/Withdrawing from Classes

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

If a student misses a published deadline because of special circumstances (such as a serious illness), a Late Action Form must be completed and accompanied by documentation (such as a physician's written statement) supporting the request and returned to the Registrar. The process takes up to ten (10) working days.

Withdrawal from classes is not guaranteed if it is past the withdrawal deadline for that semester. The Tuition Refund policy is published in the current Schedule of Classes. Please note that 100% refund of tuition is available only before and through the first week of the term. Neither ceasing to attend, with or without notifying the instructor, nor nonpayment of tuition does not constitute withdrawal and will result in academic and financial penalties.

### Grades

Grades are viewable online through LEC ACCESS. Grades are no longer sent through the mail. Students' grades, transcripts, and diplomas will be withheld in the case of any financial indebtedness to the College.

## Grade Appeal Process

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

Students must first contact the faculty member issuing the grade in an attempt to resolve the issue. Students must contact that faculty member immediately upon receiving the final grade for the course.

If the issue is not resolved to the student's satisfaction, he or she must appeal in writing to the Academic Standards Committee (ASC) within one month of receiving the grade. The student must present compelling specific reasons in writing, in order for the ASC to initiate further action. Some of the specific reasons include, but are not limited to: clerical error not acknowledged by the faculty member, harassment, change in grading standards during the term, or gross incompetence.

The ASC will contact the faculty member in question in order to provide a platform for him or her to present the rationale for the grade in question. If the ASC believes that the "probable cause" warrants further review, then a grade appeal process will follow. The Grade Appeal Committee will then be formed.

The Grade Appeal Committee is composed of the following:

- A member of ASC.
- A member of the faculty within the same, or a similar, academic discipline appointed by the ASC.
- A faculty member outside of the discipline, appointed by the ASC.

In advance of hearing the grade appeal, the student must provide to the ASC all relevant information for determining the final grade, including written assignments, attendance, papers, etc. The ASC will adopt the recommendation from the Grade Appeal Committee. In a timely fashion, the ASC will inform the Registrar, the faculty member, and the student of any changes. The faculty member may make the grade change at any time during this process, but must notify the ASC of doing so.

## Probation

The Academic Standards Committee reviews the academic progress of all students at the end of the fall and spring semesters. A student whose cumulative grade point average falls below the minimum of 2.00 required for graduation will be placed on academic probation by the Committee for the following semester. While on probation, students are limited to a maximum of 12 credit hours and are expected to attend all classes. Students placed on probation will be restricted from intercollegiate athletics, fine arts performances, and other extra-curricular activities that require more than two hours of participation per week during the probationary semester. Students on probation will not be eligible to hold leadership positions in on-campus organizations, nor will they be permitted to register for, or participate in, the international trips or the study abroad program. A student who cannot raise the level of performance to above a 2.00 cumulative GPA may be refused permission to continue as a degree candidate. In order for the Academic Standards Committee to provide a consistent and fair academic dismissal process, the following guidelines have been established:

- When a student performs inadequately by achieving a cumulative grade point average under 2.0, he or she will be placed on academic probation for the entire upcoming semester according to the process already determined by the Committee. A student placed on probation will be informed that he or she has one semester in which to raise his or her cumulative grade point average to the 2.0 level.
- While on probation, the student must meet at least twice monthly with his or her assigned Academic Mentor during the probationary semester. The student is furthermore limited to a maximum of 12 credit hours while on probation. The college reserves the right to alter the student's schedule to accommodate the 12 credit hour maximum.
- If the student has failed to obtain a cumulative GPA of 2.0 or greater at the end of the probationary semester, the individual may be academically dismissed.
- The student who is academically dismissed will receive a certified letter with return receipt requested. It is the student's responsibility to be aware of their academic status.

- The dismissal letter will state that the student has two calendar weeks from the date of the letter to appeal the dismissal.
- The Academic Standards Committee will meet as soon as possible after the appeal deadline, but in no case longer than two weeks from the appeal deadline date, to make a determination as to whether to revoke the previous dismissal decision.
- A letter notifying the appellant student of the decision of the Academic Standards Committee will be sent by the Registrar within three working days of the date of the appeal decision. In the event that a student is allowed to return, he or she may have to fulfill additional requirements by order of the Academic Standards Committee.

### Registering for Classes

Following a meeting with an academic advisor, and having received registration clearance, students are eligible to register online via LEC ACCESS at [www.lec.edu](http://www.lec.edu).

### Registrar's Office

The Registrar's Office is responsible for maintaining academic records, evaluating transfer credit, and certifying students for graduation. Transcript requests, change of major (undergraduate only), change of academic advisor, change of name and address, and all course registration activities are handled through the Registrar's Office.

### Reinstatement/Readmission to the College

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

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

### Repeat Course Policy

Students receiving a grade of C- or below in any course may retake that course one time. In the case of a repeated course, only the higher grade of the two attempts will be used to calculate the cumulative GPA. Students may utilize this option to retake a course in which credit was earned a total of twice prior to graduation. However, if the grade received was an F, a student may repeat the course until credit is earned, and only the highest grade will be used to calculate the cumulative GPA.

Grades from all attempts will appear on the student's academic record. Credit for a repeated course, or its equivalent, will apply only once for the purposes of meeting degree requirements.

### Statement of Academic Honesty

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

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

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

### Procedure

1. After a faculty member has imposed a penalty for academic dishonesty in his or her class, the student's name, along with supporting materials documenting the case, will be sent to the Registrar's Office to be kept in a confidential file. In order to protect the privacy of students, faculty will not have access to the file and may not be informed of the contents of the file. The Registrar's Office

will inform the Dean, and a letter will be sent to the student reminding him or her of this policy.

2. If the Registrar's Office receives notice that a single student has been punished in a second incident, the Registrar's Office will inform the Dean and a letter will be sent to the student informing him or her that a third offense will result in expulsion from the College. A copy of the letter will also go to the Academic Standards Committee.
3. If the Registrar's Office receives notice that a single student has been punished in a third incident, the Registrar's Office will inform the Dean and a letter will be sent to the Academic Standards Committee recommending that the student be expelled from the College. The Academic Standards Committee will then take the action it deems appropriate.
4. Records of academic dishonesty will be purged from the Registrar's file and destroyed once the student graduates. If a student is expelled from the college, the file will be kept indefinitely.

### Appeals Procedure

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

### Transcript Requests

Written requests for transcripts are accepted by mail, fax, or in person through the Registrar's Office. Preprinted request forms can be obtained at [www.lec.edu/registrar](http://www.lec.edu/registrar) under "Requesting a Transcript" on the left side of the page. All requests need to include: complete name (including previous names), social security number, date of last attendance, number of transcripts

needed, and a complete mailing address. The signature of the student requesting the transcript must also appear. A transcript fee of \$10.00 per copy must be included when a request is made. Allow up to five (5) business days after receipt of the request for a regular transcript to be issued. An official transcript can be issued directly to institutions and employers. Students may obtain an unofficial transcript from *LEC ACCESS*.

### Verification of Enrollment

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

### Withdrawal from the College

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

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

## **ATHLETICS**

### Facilities

The Jerome T. Osborne Family Athletic & Wellness Center opened in August of 2004 and was renamed in 2008. The \$9.5 million complex houses varsity contests for basketball and volleyball in its 750-seat arena. The building also accommodates a multi-purpose gymnasium which hosts various varsity practices, intramurals and recreational activities. A suspended indoor jogging track encircles the multi-purpose gym. A fully-equipped fitness center and classroom complete the major components of the building.

Outdoors, the soccer and softball teams compete on campus on Slattery Field. Baseball and football games are played near

downtown Painesville in Kiwanis Recreation Park, while the golf team competes at Fowler's Mill Golf Course in Chesterland.

### Varsity Teams

Lake Erie offers 16 varsity sports in 2008-09, eight each for men and women. In the fall, there is football, men's and women's soccer, women's volleyball, men's and women's cross country and men's and women's golf. Men's and women's basketball, in addition to men's and women's indoor track and field are offered in the winter. Baseball for men and softball for women, as well as both men's and women's outdoor track and field are the spring sports.

General admission to ticketed, regular season, on-campus events is free for current students. Tickets, when necessary, may be picked up with a valid student identification card. Lake Erie's varsity teams compete at the NCAA Division II Provisionary level in 2008-09, and will gain full-membership in that level upon completion of transitionary requirements. A conference will also be selected to compete within in the near future. Additionally, the sport of lacrosse for both men and women will be added at the varsity level in 2009-10.

### Nickname

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

### Intramurals

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

### Club Sports

Though not always operated directly by the Athletic Department, participation at the club level has previously included sports such as fencing, rowing and cheerleading. Football, as well as track and field, were the first club sports to be operated by the Athletic Department prior to their transition into varsity status. When interest warrants, other sports may be added at the club level.

### Recreation

Usage of the athletics facilities for fitness and recreation is offered for current students during posted days and hours. Lockers and

locker room facilities are available on a daily use basis. Users must supply their own towels and locks.

### **BOOKSTORE**

The Lake Erie College bookstore is located on the first floor of the Holden Center. The bookstore sells textbooks that correspond to specific course numbers and professor requests. Students may also purchase Lake Erie College apparel, memorabilia and other items. During the end of the fall and spring semesters, the bookstore also sponsors "Book Buyback" which allows students to sell their books back for a refund of some of the purchase price.

### **BURSAR'S OFFICE**

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

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

### **CAREER SERVICES**

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

The office of Career Services and Internships offers a variety of services to assist students in their career development at every point during their Lake Erie College experience. From choosing a major, developing resumes and interviewing, and obtaining internships, the office of Career Services and Internships will be a partner in the process.

### **CODE OF CONDUCT**

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

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

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

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

The sanctions listed are to be used as a guideline to determine minimum sanctions for policy violations of Lake Erie College's *Code of Conduct*. In order to promote consistency in the judicial process at Lake Erie College, this section specifies *minimum* sanctions for the individual codes. The *Presidential Interim Suspension* maybe used as a minimum sanction for any of these violations if deemed necessary by the President of the College or his designee.

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

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

violation.

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

No student is permitted to bring beverages containing alcohol to any College sponsored activity or event whether that event is held on or off campus. Under special conditions, alcohol is permitted to be sold to students who are 21 years of age or older at off-campus events such as Homecoming and Spring Formal. Alcoholic beverages may be made available during some on campus events with special permission from the Dean of Students, Vice President of Student Affairs and others as needed. A 30 day request by the sponsoring student organization is required to the Dean of Students and Vice President of Student Affairs.

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

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

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

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

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

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

## **Code II: Assault**

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

Any act that causes injury to another person, including but not limited to verbal; physical fighting; inflicting harm with objects and/or weapons.

- Removal from College housing
- Restitution;
- Social probation
- Restricted access
- Parental notification

## **Code III: Bodily Harm**

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

- Appointment with the Director of the Student Success Center
- Parental notification
- Development of a wellness plan
- Possible relocation to another residence if deemed necessary for safety of individual and others

**Code IV: College Keys**

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

- Disciplinary warning
- Educational task

**Code V: College Computers**

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

- Disciplinary warning
- Educational task

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

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

- Disciplinary warning
- Educational task
- Restitution (if necessary)

**Code II: College Telephones**

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

- Disciplinary warning
- Educational task

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

Malicious or unauthorized intentional damage to property belonging to the College, or to a member of or a visitor to the College community. This includes, but is not limited to, the unauthorized removal of or tampering with system and/or program files in any College-owned computer.

Students will be held responsible for unintentional damages due to negligence (broken keys, IDs, etc).

- Disciplinary/social probation
- Restitution (min. \$25)
- Educational task
- Restriction of privileges
- Restricted access

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

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

- Disciplinary warning
- Educational task

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

Any behavior, on or off campus, which affects the academic performance of the student or fellow students that offends the sensibilities of others, or causes property damage or injury to others. This code is in place to cover policy violations that have not been labeled.

- Disciplinary/social probation
- Educational task

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

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

- Disciplinary warning
- Educational task

### **Code XII: Drugs**

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

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

*Painesville Police Department will be called to campus.*

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

### **Code XIII: Failure to Respond**

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

- Disciplinary warning
- Educational task

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

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

- Disciplinary/social probation
- Educational task

### **Code XV: Fire Safety**

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

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

- burning candles/incense in College owned/leased building

Tampering with Fire Equipment      Removal from College Housing

False Alarm      Educational task;  
\$200 fine

Failure to Evacuate      Disciplinary/social probation;  
\$50 fine

Setting an unauthorized fire      Permanent removal from College housing;  
Recommendation for suspension;  
\$500 fine;  
Restitution

First offense-candles/Incense      Disciplinary warning;  
Educational task;  
\$25 fine

### **Code XVI: Fireworks**

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

Possession      Disciplinary/social Probation;  
Educational task;  
\$25 fine

Use      Disciplinary/social Probation;  
Educational task;  
\$50 fine

### **Code XVII :Fraternization**

The faculty and staff of Lake Erie College assist the College in meeting its mission of providing a quality higher educational environment for its students that supports the goals of the College. Students should be assured that the relationships

they develop with faculty and staff members will always be built upon the highest ethical precepts of the educational profession.

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

If a student consents to a romantic relationship with a faculty member, administrator or staff member, the existence of such a relationship could have unintended adverse effects on the educational environment of the College. In some cases such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.

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

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

exceptional circumstance applies.

- Educational task
- Restricted contact

### **Code XVIII: Gambling**

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

- Disciplinary/social probation
- Educational task
- \$50 fine

### **Code XIX: Harassment**

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

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

Harassing conduct includes, but is not limited to: epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, gender, national origin, age, disability or sexual orientation.

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

Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability or sexual orientation that is placed on walls, bulletin boards, or elsewhere on the College's premises, or circulated in the

residence halls will not be tolerated.

- Disciplinary/social probation
- Educational task
- Restriction of privileges

### **Code XX: Hazing**

The Lake Erie College Hazing Policy conforms to all regulations set forth in the forth Section 2307.44 of the Ohio Revised Code and will enforce those regulations.

Any action taken or situation created, intentionally, whether on or off Lake Erie College premises, that causes or creates substantial risk of mental or physical harm, embarrassment, harassment, or ridicule regardless of the person's willingness to participate. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, road trips; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with organizational policy or the regulations and policies of Lake Erie College.

Registered student organizations may not engage in hazing activities. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any registered student organization. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. Any

activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in a registered student organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Any registered student organization that commits hazing is subject to disciplinary action by the appropriate registering organization.

- Disciplinary/social probation
- Educational task
- Loss of privileges/recognition

### **Code XXI: Illegal Entry/Trespassing**

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

- Disciplinary warning
- Educational task
- Denial of access

### **Code XXII: Receipt of Stolen Goods**

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

- Disciplinary/social probation
- Educational task
- \$50 fine

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

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

- Disciplinary/social probation
- Educational task
- \$50 fine

### **Code XXIV : Sexual Assault**

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

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

At Lake Erie College, sexual assault is defined as:

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

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

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

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

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

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

A residential student who has been accused of sexual assault will be immediately removed from college housing until the investigation is complete. It is the responsibility of that student to locate alternate housing. The College reserves the right to suspend and/or remove a student from the residence halls during any or all phases of the campus investigation and subsequent procedures. Academic accommodations pertinent to the situation will be considered for both the survivor and the accused. Additional contact restrictions may be placed upon completion of the investigation.

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

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

- Removal from College housing
- Recommendation for suspension/expulsion

### **Code XXV: Sexual Harassment**

It is the policy of the College to provide an environment free from sexual and sex-based harassment. It is against the

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

Specific examples of sexual and sex-based harassment may include: requests for sexual favors; unwanted physical contact, including touching, pinching, or brushing the body; verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats; non-verbal conduct, such as a display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature).

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

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

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

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

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

- Disciplinary/social probation
- Educational task
- Restricted contact

#### **Code XXVI: Student Identification**

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

- Disciplinary/social probation
- \$25 fine

#### **Code XXVII: Theft**

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

- Disciplinary/social probation
- Educational task

- Reimburse victim(s)
- \$100 fine

### **Code XXVIII: Traffic and Vehicle Regulations**

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

- Disciplinary/social probation
- Restitution if necessary
- Meeting with Security

### **Code XXIX: Weapons**

Possession of weapons including, but not limited to, knives, air soft guns, firearms and explosive devices, on College property or at events sponsored by the College or any recognized College organization.

Air soft guns and the like

- Immediate confiscation
- Restitution where appropriate

Knives or objects intended to harm others

- Removal from College housing;
- \$200 fine

Firearms/Explosives

- Removal from College housing;
- Recommendation for suspension/expulsion

### **DINING SERVICES**

Dining Services offer three meal plan options to keep costs at a minimum. If meal plan changes are needed, students should see the accounting office. Residential students must choose one of the plans. Commuting students are invited and encouraged to dine with the community by establishing an account for *Storm Dollars*. *Storm Dollars* are the most versatile and care-free way to access meals and snacks. Students deposit funds into their student account and receive *Storm Dollar* credit. These dollars are then available for use through fall to the end of the spring semester. Additional funds can be deposited any time during the academic year.

19 Meal Plan: This plan is the best choice for those students who will be on campus 7 days a week and would like to eat

every meal available; plus *Storm Dollars*. 14 Meal Plan: Excellent choice for the student who will be on campus 7 days a week but only plans on eating lunch and dinner; plus *Storm Dollars*. 10 Meal Plan: Ideal for the student who wants two meals a day Monday thru Friday and plans on going home on the weekend; plus *Storm Dollars*.

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

## **FINANCIAL AID**

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

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

## **HEALTH SERVICES**

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

The Lake Erie College Student Success Center offers a wide range of opportunities for the campus community. Health and wellness services available on campus include: physician or physician's assistant availability for appointments

on campus each week, social and academic counseling, academic support and monitoring, as well as referrals for dental assistance as needed. In addition, assistance to students with disabilities and referrals to community agencies is available upon request. The Center staff provides screenings for ADHD/ADD, as well as for depression, anxiety and post-traumatic stress in addition to referrals to outside agencies for drug and alcohol rehabilitation as needed. In addition, referrals for individual counseling, psychological services in many areas are available upon request, as well as support for student athletes in many areas of academic and social life.

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

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

#### *Refusal to Seek Medical Attention*

Students 18 years of age and older may choose whether or not to receive medical attention. However, if a student refuses medical treatment that has been judged necessary and recommended by a Lake Erie College staff member, the

student must sign a Liability Release form absolving the College of any responsibility. This form is kept on file in the Health and Wellness Center.

## **INFORMATION TECHNOLOGY**

Information Technology (IT) oversees the maintenance of college owned computers and printers. Computer labs are available in the Holden Center, Library and in Austin Science. Individual residence hall rooms are equipped with computer hookups. Printers are available in all labs: black and white prints are at no charge and color copies are .40 per page after the first 50 which are free. To report a problem, utilize the "Help Desk", <http://helpdesk.lec.edu> .

## **LIBRARY**

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

### Reference Service

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

### Library Website

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

### Research Databases

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

### Interlibrary Loan

Students may use the library's interlibrary loan service free of charge to acquire books and copies of articles that are not available online or from the library's collection. To request an interlibrary loan, use the online request forms on the library's website (see **Interlibrary Loan** on the library's home

page). Materials are usually received within 5-10 business days.

### Collections

The library's book collection has over 80,000 volumes to support your research and study needs. Our collection of print magazines, newspapers and journals will help you keep up with current events and learn about specific disciplines. There are also video and CD collections on the library's lower level.

### Educational Media Center

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

### Checking Out Materials

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

### Borrowing Policy

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

### Reserve Materials

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

### Computer Labs

The library has two computer labs for student use: the PC lab

on the main floor provides 20 computers, and the Study Lab on the upper level has 10 computers. Laser printers are available in each lab and the PC lab also has a scanner for student use. All computers are available during regular library hours.

### Lounge & Study Areas

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

### Library Hours

Monday-Thursday	9:00 AM	to	11:00 PM
Friday	9:00 AM	to	6:00 PM
Saturday	12:00 PM	to	6:00 PM
Sunday	3:00 PM	to	11:00 PM

### **MAIL SERVICES**

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

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

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

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

## **PARKING**

### Vehicle Registration

All vehicles on campus are required to be registered with Security within the first week of the semester. A permit decal will be issued and must be displayed on the vehicle at all times. There is no charge for the first permit; however, there is a \$50.00 charge for each additional permit. When registering a vehicle, the license plate number, make, model and color of the vehicle are needed.

The College is not responsible for lost or stolen items or damage to vehicles parked on campus. Vehicle owners are required to have adequate insurance as required by State Law.

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

### Citations and Towing

Parking on the grass, in a fire lane, on the sidewalk or in a reserved space will result in vehicles being towed at the owner's expense. Citations and fines are issued for violations; \$10.00 for the first citation, \$25.00 for the second and \$50.00 for the third and all other citations after the second. Fines are automatically billed to the student's account and can be paid at the Accounting window in College Hall.

Parking on the sidewalks in front of the residence halls is not permitted for any reason. This area is not a driveway.

### Appealing a Citation

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

### Guest Parking

Guests of residential students must register their vehicle with Security to obtain a temporary guest registration permit that

is displayed. Applications for the guest registration tag are obtained from the student life office. Overnight guests will receive instructions from the security officer who issues the temporary guest tag concerning where they must park their vehicle.

## **General Policies and Procedures**

### **Computer Usage Policy**

Individuals using Lake Erie College computers and network are required to adhere to established policy. Usage of the Lake Erie College network may be monitored and if such monitoring reveals possible evidence of criminal activity, system personnel may provide this evidence to law enforcement officials. Individuals using the Lake Erie College computer network without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel.

The following activities are forbidden and may result in the loss of a student's computer account.

- Usage of another person's USER ID.
- Allowing another person to access an account or share a password.
- Attempting to circumvent or subvert system or network security measures.
- Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- Using College computing resources for private profit.
- Making illegal copies of copyrighted software, published materials or music, store such copies on College Systems, or transmitting them over College networks.
- Intentionally impeding the legitimate use of computing facilities by other people.
- Using E-Mail to harass, intimidate, or otherwise annoy another person.
- Using facilities, including printers, for junk mail or mass mailings.
- Wasting computing resources, including printing excessive amounts of paper.

The collection of computer settings and user information

known as the user's profile may never exceed 20 megabytes in size. No single file that comprises the profile may exceed 5 megabytes in size. Computer programs, executable files, MP3 files, video files and large graphic files may not be stored as part of a profile. System administrators reserve the right to delete these files without notice along with any files that were obtained or used in a violation of the law. The user account of users who exceed the profile size limit will be disabled.

All users have space on a network server, their Z drive. This is the only place for users to store documents and files. The amount of materials stored on a user's Z drive may not exceed 50 megabytes. MP3 files and video files may not be stored on a user's Z drive. System administrators reserve the right to delete these files without notice along with any files that were obtained or used in a violation of the law. The user account of users who exceed the size limit will be disabled.

User accounts not used for 60 days will be deleted along with all email and stored files unless arrangements are made with system administrators to keep them active.

### Email

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

Email should be read, responded to and deleted in a timely manner. The amount of email and their accompanying attachments in a user's mailbox may never exceed 30 megabytes. The computer accounts of students with mailboxes containing over 30 megabytes of email will be disabled. System administrators reserve the right to delete email from the account of users who have exceeded the limit without notice.

Email is accessible on and off campus. To gain access off campus, visit [www.lec.edu](http://www.lec.edu) and select "web mail link" on the main page;

- a. Student: username (replacing username with own)
- b. Faculty: fac\_staff\username (replacing username with

own)

c. Staff: fac\_staff\username (replacing username with own)

Password will be the same as being on the network while on campus

### Grievance Procedure

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

Residential students will advise his or her residence director (or the Affirmative Action Officer, if it is an affirmative action issue) briefly in writing of the problem within ten (10) working days of the incident. The residence director shall respond in writing to the complaint. Commuter students will advise the dean of students (or the Affirmative Action Officer if it is an affirmative action issue) briefly in writing of the problem within ten (10) working days of an incident. The dean of students shall respond in writing to the complaint. If the grievance is directed to the dean of students, the student will advise the vice president for student affairs briefly in writing of the problem within ten (10) working days of an incident.

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

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

If the grievance is not resolved at this level, all relevant information should be submitted to the respective area Cabinet Member for action. If the grievance is still not resolved, the final step will be:

- All relevant information will be submitted to the President of the College.
- The President's written response concludes Lake Erie
- College's provisions for addressing the allegation.

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

## **JUDICIAL PROCESS**

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

### Administrative Roles

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

**Director of Residence Life** - Receives all Incident Reports involving students and will adjudicate all Level 1 policy violations. The director will process a Judicial Board referral for anything in Level 2 or Level 3. This person also schedules and chairs Judicial Board hearings.

**Dean of Students** - Handles all written appeals of Level 1 policy violations.

**Vice President for Student Affairs** - Reviews all actions, sanctions and handles all written appeals of the Judicial Board.

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

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

## Judicial Board Process

**Advisor** – Director of Residence Life

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

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

### **JUDICIAL PROCESS**

Lake Erie College strives to maintain an atmosphere that is as determined by majority vote (2 votes minimum).

- 11) The Board renders the verbal decision to the student.
- 12) The director of community living follows-up with a formal sanction letter within one work day.
- 13) The accused student has the opportunity to appeal the Judicial Board decision by submitting a written appeal to the Vice President for Student Affairs within 24 hours of receipt of

the sanctions letter. Students are only permitted to appeal based on improper judicial procedures or if new evidence has been discovered that is relevant to the case.

### Waiver

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

### Violation Levels

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

#### **Level 1**

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

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

#### **Level 2**

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

- 1) 3 alcohol offenses
- 2) Possession or personal use of small amount of marijuana, paraphernalia - 1<sup>st</sup> offense-small amount = pipe, blunt, joint,

- anything less than a dime bag
- 3) Major vandalism (over \$50)
- 4) Fire safety - tampering with fire equipment
- 5) Sexual harassment, obscene conduct
- 6) Weapons
- 7) Assault
- 8) Theft
- 9) Any combination of 2+ Level 1 violations

**Level 3**

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

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

\*Please refer to policies and procedures regarding sexual assault stated previously beginning on page 38.

Sanction Descriptions

*Judicial File* - Each disciplinary incident will be recorded and kept in a permanent disciplinary file in the Student Life Office.

*Disciplinary Warning* - First level sanction generally used for minor policy violations.

*Disciplinary/Social Probation* - Generally used for more serious policy violations such as first-time alcohol offenses. This sanction limits a student's ability to participate in campus events (on or off campus). Advisors and coaches will be informed if one of their students receives this sanction.

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

*Suspension* - Generally used for a combination of a second and third-time offense of policy violations. Students could face suspension when they are found in violation of sexual misbehavior or selling/distributing drugs.

*Presidential Interim Suspension*- Generally reserved for severe violations that directly impact the welfare of the campus community. This is used at the discretion of the College President or his designee.

*Educational Task* - A requirement for a student to complete in order to learn from his/her behaviors. The director of community living will monitor completion of these tasks.

*Letter to Parents/Guardians* - Alcohol, drug or assault situations.

*Alcohol/Drug Assessment* - Student is required to schedule, attend, and pay for an alcohol or drug assessment. This may be available through the on campus Health & Wellness Center or through Lake-Geauga Center (440.255.0678) located in Mentor. The director of community living will monitor completion of this task.

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

*Denial of Access* - Student would not be permitted to enter specific college buildings or to attend college events/activities.

*Restriction of Privileges* - Student could lose the ability to host overnight guests or possess alcohol.

### Pets

Pets are not permitted in campus buildings except for registered service animals.

### Posting

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

### Residency

Students who have less than 64 credits and are under the age of 22 whose official residence is outside of a 50-mile radius of the College are required to reside on campus during the academic year. Any student whose established residence is within a 50-mile radius of the College or any student reaching the age of 23 years by August 15 prior to

the start of the fall semester qualifies for commuter status. Students 23 years of age and older can be granted residency status on a space-available basis after all students whose on-campus residence is required have been accommodated.

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

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

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

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

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

Summer Housing will be available on a year to year basis if the need exists.

## Campus Sex Crimes Prevention Act

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

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

Lake Erie College students are advised to visit the website of the Lake County Sheriff's Department ([www.sheriffdunlap.org](http://www.sheriffdunlap.org)) where there is a link to the website of the Ohio Attorney General. It is there that this information can be obtained.

*Family Educational Rights and Privacy Act of 1974: Clarifies that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to that institution concerning registered sex offenders.*

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

## Smoking

In accordance with Chapter 3794 of the Ohio Revised Code: Smoking is prohibited in all campus owned buildings including residence halls, building entrances and College owned vehicles and will be permitted only in specific, designated outside locations.

These locations are:

- College Hall-picnic table area
- Austin Science- bench area
- Path to College Hall- bench area
- Library- bench area
- Residence Halls- pavilion and rock area

## Solicitation and/or Outside Vendors on Campus

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

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

### **RESIDENCE LIFE**

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

Currently, the residential area of Lake Erie's campus consists of four traditional residence halls that house approximately 300 students. In addition, apartments and townhouses that are leased by the College are available. Professional staff members, known as residence directors, oversee student leaders who are known as resident assistants. These individuals are responsible for promoting and maintaining a healthy and safe community for our students. They lend a helping hand, a listening ear, a shoulder for support, and an open door for student concerns. Staff members are trained to handle roommate conflicts, crisis management, referrals, and a wide variety of areas where students may need help

#### On Campus Living

Each residence hall, apartment building and townhouse

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

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

### Absence from Campus Living

A student who will be absent from his/her room for an extended period of time should notify their residence director and/or resident assistant of their pending absence and leave a telephone number. The Director of the Student Success Center will assist in notifying instructors of extended absences.

### Appliances

Electrical appliances are permitted only in the kitchen area of the residence halls. Residence directors will be responsible for supervising the proper use of electrical equipment during the year.

Limited cooking may be done in the kitchen area. When the student is finished, it is expected that the kitchen will be left clean and in order. Abuse of kitchen property may result in the kitchen being closed or the forfeiture of cooking privileges by the student(s) responsible.

### Arrival, Departure and Scheduled Breaks

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

At the conclusion of the semester, students are required to leave within 24 hours of their last final exam. Final exam schedules will be verified. Seniors and those students who have official roles in Commencement are required to notify their residence director if they need to stay on campus

through Commencement.

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

### Courtesy Hours

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

### Corridors

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

### Damage and Repair Fees

College maintenance personnel inspect all damage that occurs to or within a residence hall. The director of community living is provided information about the total cost of replacing or repairing damage. This cost of replacement or repair is assessed to students as follows:

- Damages to an individual residence hall room will be assessed to the student to whom it has been assigned; roommates will split costs as appropriate.
- Damages to the common areas on residence hall floors are assessed to all of the students residing on that floor if the responsible individual(s) cannot be identified (1 hour of cleaning \$25; replacement key \$50; improper checkout \$25)
- Damages to main floor lounges, kitchens, rest rooms, and/or computer rooms will be assessed to all members of the residence hall if the responsible individual(s) cannot be identified

## Fire Evacuations

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

- Windows closed
- Wall or ceiling light on
- Door open

If students are going to their assigned area from a location other than their room, they should NOT return to their room. Students must go directly to their assigned area via the nearest exit. Staff members will direct students to holding areas.

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

## Fire Safety Regulations

- Fire escapes are to be used only in the case of an actual fire or a fire drill.
- Flammable fluids may not be kept in the residence hall except for rubbing alcohol in quantities of less than one quart.
- The use of any electrical cooking appliance, i.e., hot plates, hot pots, toaster ovens, Foreman Grills, coffee pots etc., is prohibited in student rooms. These appliances may be used in the kitchen area of the residence hall and with the consent of the residence director.
- Lava lamps or space heaters are not permitted in student rooms.
- Extension cords and multiple outlet adapters are prohibited in all residence halls. Heavy duty, continuous action and grounded extension cords may be used.
- The burning of candles, incense, or the use of any open flame is prohibited in the residence halls.
- Corridors and exit-ways must be kept clear and unobstructed at all times. No shoes, boots, boxes, rugs,

furniture or other belongings may be left in the hallways. Students who violate fire regulations may be subject to fines and/or disciplinary action, and/or legal action as deemed necessary by the Painesville Fire Department. In the event of an actual fire, the Painesville Fire Department must be notified by telephone at 911, as well as by automatic alarm. Safety & Security should also be notified at x7575.

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

### Keys

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

Keys are issued by the residence director or resident assistant assigned to the specific location. Failure to return keys, lost or theft of any key results in a fine of \$50.00 per key to the student issued the key(s). Lost or theft of any key MUST be reported to the residence director within 24-hours. Failure to do so may result in additional fines and disciplinary action. Spare room keys are available in the Security Office. Students may sign out a spare key for 48 hours.

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

### Overnight Guests

- Overnight guests are permitted on Friday and Saturday nights only if they have been registered in the Student Life Office in addition to completion of an Overnight Guest form with their roommate (s) signature.
- Overnight guests must register by 12 p.m. on Friday of the intended visit.
- Overnight guests not registered properly will be asked to leave immediately.
- The vehicle of any overnight guest must be registered with Safety & Security immediately upon arrival.

- Students and guests must use appropriately designated rest rooms
- Overnight guests must abide by all rules and regulations of the College. The host student is responsible for all policy violations of his or her guest (s) and will be subject to appropriate sanctions.

### Pets

Pets of any kind are not permitted in campus buildings except for registered service animals. A residential student may keep a fish aquarium (maximum size: 10 gallons), provided it is properly maintained; any other type of pet is not allowed. Predator fish are not permitted. Residence life staff has the authority to inspect students' rooms without notice to verify unauthorized pets. If a pet (other than fish) is found in a student's room, the student will be subject to the following disciplinary action:

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

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

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

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

### Painting

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

### Public/Community Living Areas

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

### Quiet Hours

Quiet hours in all residence halls, apartment buildings and townhouses are from 10 p.m. until 10 a.m. Sunday through Thursday. An atmosphere conducive to study will be provided to any and all students on class nights. Quiet hours will be from 1 a.m. until 12 p.m. on Fridays and Saturdays.

### Room Condition Reports/Damage Assessments

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

### Room Inspection

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

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

### Room Lock-Outs

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

### Room Repairs

All service requests should be directed to the resident assistants of the appropriate floor/building. The resident assistants will submit work requests in a timely fashion.

### Room Selection

The Director of Residence Life will assign housing to all new residential students. Room assignments for returning students are determined by a lottery system. Only currently enrolled students who are eligible to return will be allowed to participate in the room selection process at which time they may indicate a particular room selection. In the event that a roommate vacates for any reason, the College reserves the right to prorate billing for a single.

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

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

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

### Room Search

The College reserves the right to enter and search a student's room when reasonable suspicion is present that a violation of regulations is being committed. All residence directors are automatically granted permission to search a room. Other staff members, who observe behavior or activity that violates College regulations connected to a specific residence hall

room, must obtain permission to search from the Director of Residence Life. Two staff members will conduct the search. Staff members in active pursuit of a violation of College regulations may enter and search the premises to follow up on the alleged offense without a permit to search.

### Smoking

In accordance with Chapter 3794 of the Ohio Revised Code: Smoking is prohibited in all campus owned buildings including residence halls, building entrances and College owned vehicles and will be permitted only in specific, designated outside locations. These locations are:

College Hall-picnic table area

Austin Science- bench area

Path to College Hall- bench area

Library- bench area

Residence Halls- pavilion and rock area between the halls

### Standard Regulations

- Sports may not be played inside the residence halls. These activities include, but are not limited to, basketball, roller-blading, Frisbee, running, softball, wrestling, etc.
- Musical instruments are not to be played in the residence halls.

### Telephones

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

### Television/Cable

Each residence hall lounge area is equipped with a television with cable service for the intended use of the residents of that building. Individual rooms are wired for television cable service. Students must contact Time Warner directly in order to upgrade services or to report any concerns.

## Visitors

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

## **SECURITY**

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

Safety & Security maintains a lost and found department, as well as providing an escort service to all members of the College community traveling between buildings or to the parking lots after sunset. Escort service is obtained by calling Security at 375.7575 or x7575 from a campus phone.

## **STUDENT EMPLOYMENT**

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

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

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

## **STUDENT LIFE**

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

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

### Activities

Students are encouraged to attend and assist in the planning of campus activities. The Student Activities Council (SAC) is a student run organization that plans activities on and off campus. SAC membership is open to all Lake Erie

College Students. It is a great way to meet other students and plan activities that are interesting and fun. SAC provides entertainment through game shows; casino night; free movie tickets; karaoke; coffee houses; bands; video gaming tournaments and various other events.

### Clubs and Organizations

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

### Identification Cards

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

### Student Government Association

The Student Government Association provides all students at Lake Erie College with representation and influence regarding a variety of policies, actions and activities. Students are elected by their peers annually to serve in various capacities.

### **Student Success Center**

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

- Pre/post admission counseling
- Academic monitoring and support
- Readers, scribes and test proctors
- Assistance in connecting with community agencies, including medical facilities, dental facilities, and drug/alcohol rehabilitation services

- Subject specific tutorial services – both student tutoring and professional
- Social and academic counseling
- Stress management, depression and suicide awareness training and screenings
- Roundtable discussion series on topics of social and academic interest
- Collaboration with faculty, staff and coaches to assure student success
- Weekly Writing and Math Labs
- Disability Coordination Services
- Examination Monitoring **(PLEASE NOTE: Students must make an appointment to take an examination in the Student Success Center.)**

Please call Dr. Spiesman for any student support related issues at 440.375.7426.

## **TRANSPORTATION**

### Airport Limousine Service

Students may contact Hopkins Airport Limousine Service (216.267.8282) regarding provides shuttle service, for a nominal fee, between Cleveland Hopkins International Airport. This service typically requires more than one rider.

### Laketran

Laketran is the local bus service that provides transportation within Lake County and with connections outside of the local area. A Laketran stop is in front of the campus on Route 20, Mentor Avenue. Students needing more information about Laketran services are advised to call Laketran offices at 440.428.2460. Students can ride at no charge by showing their College ID.

## **Mental Health**

### **General Policy**

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

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

Involuntary medical withdrawal will be reserved for those cases where interim measures, such as a behavior contract or repeated gestures or threats have not been successful and the student continues to be a risk to themselves and/or the campus community.

### **Involuntary Medical Withdrawal**

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

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

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

All cases involving violation of the College's Conduct Code will be referred through the College's judicial system

### **Procedure**

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

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

A student required to undergo a mandatory withdrawal hearing with the *Medical Withdrawal Panel* after completing a

psychological evaluation will be notified by the Dean of Students of the hearing in writing. The hearing will take place within five calendar days of the date of the letter of notification. The letter will describe the procedure that the College will follow in conducting the hearing. The hearing is informal and typically non-disciplinary in nature.

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

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student results.

At any point in the process, the student may voluntarily withdraw from the College and/or the Residence Halls.

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

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

## **Suicide Gesture Response Policy**

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

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

## **Posting Policy**

Flyers and postings must be approved by a Student Life Office professional staff member prior to copying or posting. Only approved flyers are permitted to be hung on campus. If unapproved flyers are hung on campus, they will be removed immediately and the organization that posted the flyer may face disciplinary actions. The Student Life Office does not necessarily endorse one organization or event over another for posting purposes. Decisions to allow or not allow flyers to be hung are based strictly on the event and information on the flyer.

Any flyers or postings on red paper are prohibited. Red colored paper is reserved to be used for emergency situations only and to be used at the discretion of the Emergency Preparedness Team. Avoid using colored paper close to this paper or

colored copies with a red background. If flyers or postings look similar to the emergency red paper, they will be removed from the entire campus immediately and may face disciplinary actions.

All flyers and postings must be secured to surfaces in campus buildings indoors. Flyers are not permitted to be posted in Kilcawley Hall or on the front doors of College Hall. Flyers must be secured with transparent adhesive tape (i.e. Scotch tape) Student organizations are responsible for the removal of flyers publicizing their own organization's meetings and events. All materials must be removed within two (2) days of the event ending. Failure to remove flyers, or removing flyers or postings from other organizations is unacceptable and may result in disciplinary actions.