

## Academic Information Academic Procedures

### Mission Statement

*Lake Superior State University is a co-educational, public institution that recognizes as its primary mission the offering of challenging undergraduate programs and services to students and other constituencies from its region and from the rest of Michigan, Northern Ontario, and the near Midwest. Lake Superior State University accomplishes its mission by presenting a personal approach to education through a small, collegial and diverse community in which all its constituencies share in the teaching, research, and regional service activities of the institution. In this supportive environment, students, staff, faculty, and administrators demonstrate high regard for one another as valued members of the community, thus providing opportunities for emotional and social maturation as well as intellectual growth. Every educational program at Lake Superior State University acknowledges its commitment to an integrated relationship between the professional/technical and liberal arts fields. The University's international setting complements its efforts to present unique educational experiences, expand students perspectives, and foster their ability to critically evaluate ideas and information.*



### Academic Information

Here is some information about common academic procedures and issues. If you have specific questions, check with your advisor, your department dean or secretary, or the Registrar's Office.

**Choosing Majors and Courses** - You do not have to declare a major before you start school. If you are undecided about your career choice or your major, your advisor will be a member of the counseling staff (located in South Hall). They offer a career testing program that covers interests, abilities, achievements, aptitudes, work values and personal traits that can help you make your choice.

Once you declare a major, it is very important that you change your records by completing a Curriculum Change Card at the Registrar's Office. Once the change is made, you will be assigned an advisor from your major department. If you change your major in the first year, it does not generally put you behind due to the large number of general education courses you will take the first year. After the first year, a change in major may affect your progress toward your degree, depending on the number of times you change and on the compatibility between your earlier years.

**General Education Courses** - General education curriculum is designed to provide a broad base of knowledge across a full range of areas. For further information on Lake Superior State University's general education requirements, refer to the University Catalog or consult with your advisor, department chair or college dean.

**Prerequisites** - If you do not have the prerequisite for a course you want to take, you need to get the instructor's approval. The instructor can determine whether you have the necessary background and experience to complete it successfully. You must have written permission to waive the prerequisite course.

**Course Cancellation** - If a course is cancelled for insufficient enrollment, a refund will be given or you may use the amount you paid as credit toward the cost of another course. If you need a course that is not offered this semester, contact the academic school and/or department to determine when the course will be offered again. Departments decide to offer courses based on past enrollment, so they need to know that there are students who need to take the course. The Scheduling Booklet contains a list of classes planned for the following semester. If a course will

not be offered prior to your graduation, discuss a course substitution with your advisor and/or dean of your academic college.

**Closed Courses** - A closed course has no more openings available. However, wait lists are maintained for all classes and you may be put on this wait list and could subsequently be moved into the closed section if space becomes available.

**Audit Courses** - You can sign up in the Registrar's Office to audit a class. No credit is granted for auditing a class, and the cost is the same as courses for credit.

**Credit for Work Experience/Military** - Possible credit for work experience is reviewed by the dean of the college or by the chair of the appropriate department. University credit may also be granted for educational training programs and for passing CLEP tests. Credit for military experience is also reviewed by the dean of the college or by the chair of the department. You will need a military transcript-either an AARTS, Dantes or DD294-in order to have your military experience reviewed. Two years of active military service with an honorable discharge are required for recreational activity credit to be granted.

LSSU has two academic colleges - - the College of Professional Studies and the College of Arts and Sciences headed by the associate provost. Within the two colleges, there are eleven schools and nine departments within those schools. These schools and departments are headed by academic chairs.

The Academic Success Center is an entity which provides academic support services to students, such as the Learning Center, Testing Services, PLATO, Academic Advising, Extended Learning and Fine Arts Activities.

## Academic Procedures

**Add/Drop Classes** - To add or drop a class, you need to complete a Schedule Adjustment Form and return it to the Student Service Center in the Fletcher Center. Classes may be added during the first six days of the semester without the instructor's approval. Adding a class after the six-day period requires special permission from the instructor (their signature) on a Schedule Adjustment form. A course dropped during the first six days of classes is not recorded on your permanent academic record (transcript). You may also drop a course after the sixth day of classes (with the instructor's signature) but prior to the end of the eighth week of the semester; an N (no grade) will be recorded on your transcript. No course may be dropped after the end of the eighth week of any semester without a failure grade being recorded, unless special permission to drop is granted by the Dean of the course. If you do not officially drop a course but merely stop attending, the instructor will give you a failing grade for non-attendance, so it is very important that you complete the appropriate forms.

**Grade Changes** - It is your instructor's responsibility to determine your grade for a class. A Change of Grade form is sent to the registrar if your instructor decides that a grade change is necessary. You have two semesters to appeal a grade change.

**Repeating a Course** - It is important to let the Registrar's Office know if you are repeating a course. There is a place on your scheduling form to indicate a repeat. If you repeat a course, the grade you receive when repeating it is used to compute your grade point average. However, both grades remain on your transcript. It is University policy not to remove a grade from a transcript.

**Number of Credits Needed to Graduate** - One academic credit is generally earned for each contact hour in a week. You need a minimum of 62 credits to obtain an associate's degree and a minimum of 124 credits to earn a bachelor's degree. An associate's degree takes about two years of full-time course work to complete; a bachelor's degree takes about four years. Since credit requirements vary by degree, you should verify the degree requirements with your academic advisor.

**Full-Time/Part-Time Students** - A full-time student is enrolled in 12 or more credits; a part-time student takes fewer than 12 credits. If you drop to part-time student status, you should check with the Financial Aid Office to determine whether this affects your financial aid package

and to confirm that you are meeting the satisfactory progress policy required for continued eligibility. You should also notify the Residential Life Office and your academic advisor.

**Grade Types** - An 'I', or incomplete, grade may be given when students, because of circumstances beyond their control, cannot complete part of a course. I grades are also given in those special courses where work is planned to extend beyond a single course. An 'I' must be made up by the date specified by the instructor, which must be within a minimum of two semesters (excluding summer), or it becomes a failure grade. An 'I' grade is given only with the instructor's written approval. An 'N', or no grade, is recorded on the transcript when a course is dropped during the first eight weeks of the semester. A 'W', or withdrawal, grade will be given for each course officially dropped after the eight-week drop period with the permission of the Dean of the course.

### **Attendance Policy**

Regular class attendance and active participation in classes are important elements in the learning process. You are at the University primarily for the sake of your intellectual growth and development. Attendance and participation provide appropriate opportunities for the evaluation of your progress.

You are personally responsible for the satisfactory completion of the course work prescribed by your instructors. This means, specifically, that you are expected to attend classes regularly, and that you are responsible for the work assigned in class, the material covered in class and for participation in class activities (including discussion and listening) designed by the instructor as part of the learning experience. However, mere physical attendance should not be a criterion for evaluation of your performance.

Participation in an official University function is an excused absence when approved by the executive vice president and provost. You will not be penalized for such participation. You are responsible for work missed and must confer with your instructor on this matter.

### **Graduation Requirements**

A minimum of 124 credits is required for a bachelor of arts or bachelor of science degree, and a minimum of 62 is required for an associate's degree. Some academic programs require more. Bachelor's degree candidates must earn 32 of their credits and at least 50 percent of their departmental required 300/400-level credits in courses offered by LSSU. Regional center students must earn at least 32 of their 64 credits and at least 50 percent of their 300/400-level credits in courses offered by the University. Associate degree candidates must earn 16 of the final 20 credits in such courses.

**Second Degree** - If you have already earned a bachelor's degree at LSSU and wish to obtain another degree, you must complete all program requirements for the additional degree as certified by the appropriate dean, comprising a minimum of 32 additional LSSU credits. If you have a bachelor's degree from another institution and you want to earn an LSSU degree, you must meet all requirements for the additional degree including at least 32 additional credits in courses offered by LSSU. If you have an LSSU associate's degree and want another associate's degree, you must complete the requirements for the additional degree including at least 16 additional credits in courses offered by LSSU. If you have an associate's degree from another institution and want to earn an LSSU associate's degree, you must meet all requirements for the additional degree and earn at least 16 additional credits in courses offered by LSSU.

**Application for Graduation** - To apply for graduation, meet with your faculty advisor and complete a Degree Audit and Declaration of Candidacy Form two semesters before you plan to graduate. Take the forms to the Registrar's Office. If you have met graduation requirements, a diploma or a letter will be sent to you after the end of the semester. If you did not meet the requirements, a letter indicating what you are missing will be mailed to you.

### **Cheating and Plagiarism**

It is assumed that you will do your own academic work. Students who are found cheating will face appropriate action from the faculty member involved, which could include receiving a failing grade for the entire course. If, in the opinion of the faculty member involved, dismissal from the University is warranted, he or she will notify the chairman of the Scholastic Standards Committee and the student to that effect in writing. The Scholastic Standards Committee will then conduct a hearing in which the student is given due process. If the committee decides that dismissal is warranted, the student will have five school days to appeal the decision to the provost of the University.

### Michigan Residency Guidelines

As a state-supported institution, Lake Superior State University complies with the following definitions and regulations governing resident status:

1. The residence of a student who is a minor follows that of parents or legal guardians, except that a minor student who comes to the University from another state or country cannot be registered as a resident of this state on the basis of having a resident of this state as a guardian, except with permission of the University in each individual case.
2. A person who is at least 18 years of age at the time of initial registration and who has continuously resided in Michigan for at least six months immediately preceding the first day of classes, is a resident for tuition purposes provided s/he can provide evidence of Michigan residency. A non-resident student can show that they qualify for resident tuition by presenting a valid State of Michigan drivers license or presenting a State of Michigan voter registration card or proving their motor vehicle is registered in the state of Michigan or other acceptable means.
3. Non-resident students who enter the state and immediately begin classes shall be eligible for reclassification to resident status after six months, providing they can provide evidence of a change in their residency status. A non-resident student can show that they qualify for resident tuition by presenting a valid State of Michigan drivers license or presenting a State of Michigan voter registration card or proving their motor vehicle is registered in the state of Michigan or other acceptable means.
4. A Michigan resident absent from the state for periods of up to one year shall not forfeit his or her residency for tuition purposes, provided that he or she has taken no action to become a resident of another state.
5. Initial decision on classification, and requests for reclassification to become a resident student will be made by and to the registrar. Students may appeal these decisions to the vice president for Student Affairs.
6. The residence of a student follows that of his or her spouse, except that a student who initially registers as a resident may continue to register as a resident of Michigan although subsequently marrying a non-resident student or other non-resident.
7. Students on active duty in any of the armed services and stationed in the state of Michigan are exempt from payment of non-resident tuition.
8. Aliens lawfully admitted for permanent residence in the United States who have a permanent visa, as well as their spouses and minor children, may register as residents of this state provided they have met the other requirements herein for residency.
9. Any full-time employee of the University, and those members of the teaching staff whose appointments require at least three contact hours of teaching each week in regularly assigned formal classes, and their dependents, may register as residents.
10. Any dependant child of an alumni parent who has earned credit at Lake Superior State University prior to the fall quarter of 1968 or earned a certificate or degree from this University or completed a minimum of 24 semester hours or 36 quarter hours.
11. Any transfer student who was accepted as a Michigan resident at a Michigan community college with proof of the community college tuition rate and the student's tuition status.
12. Any foreign exchange student attending secondary schools in Michigan or Ontario.
13. An out-of-state freshmen student attending an accredited high school who has at least a 3.00 grade point out of a possible 4.00 and a 24 composite on ACT or in the top one-fifth of their graduating class may register as a resident for tuition purposes.

14. Any transfer student who has earned at least 60 semester credits from a U.S. junior college or community college with at least a 3.0 grade point.

If you are confused about your residency status, you may consult with the registrar. It's best to have any questions settled prior to registration.

### Refunds/Withdrawal

**Official Withdrawal Policy:** If you decide to drop your classes, you must complete each step to officially withdraw from the University:

1. Pick up an Official Withdrawal Request Form at the Fletcher Center for Student Services.
2. Clear any outstanding charges or holds that may prevent your return at a later date or prevent the release of your academic record.
3. Complete the entire withdrawal form and obtain the required signatures (shown on the form).
4. If you have benefited from federal financial aid, you may be required to complete an Exit Interview at the Financial Aid Office – allow 25 minutes.
5. Deliver the completed form to the Registrar's Office.

Your withdrawal date will be determined by the date the completed form is submitted to the Registrar's Office. Any refunds will be calculated "as of" that date.

All withdrawals should be done in person. If you are unable to complete the process in person, the registrar is the only University authority that can authorize the process over the phone. Please contact the registrar at 635-2682 or 1-906-632-6841, ext. 2682 for assistance.

**University Tuition & Fees Refund Policy:** Refunds are made in accordance with the following schedule for the fall and spring semesters:

Courses Dropped Through the 6th school day*	100% of Refund
Dropping all classes 7th-8th school day	90% of Refund
Dropping all classes 9th-19th school day	50% of Refund
Dropping all classes 20th-38th school day	25% of Refund

\*There are no refunds for partial drops after the 6th day.

After your completed Withdrawal Form is accepted, your University charges will be reduced according to the schedules shown. If you have not received any form of financial aid and there is a credit balance on your account, you will be sent a refund check. If you have received aid, your aid may have to be returned to the appropriate source. You may owe money!

**Financial Aid Return Policy:** Applies to students receiving federal and state financial aid including loans and scholarships, and institutional and private aid. First your account will be credited according to Lake Superior State University's Refund Policy (on or prior to the 38-day withdrawal period). Then, your financial aid will be reduced in direct proportion to the length of time you remained enrolled, up to 60 percent of the semester. PLEASE NOTE: IF YOU WITHDRAW, YOU COULD OWE THE UNIVERSITY AND/OR THE FEDERAL GOVERNMENT MONEY. If there is still a credit on your account, the amount of the credit will then be applied to the remaining financial aid funds until the credit has been reduced to zero. Any remaining refund due to you, after all funding sources have received the appropriate credit, will be refunded directly to you.

For a complete description of LSSU student financial aid rights and responsibilities, go to [www.lssu.edu/finaid](http://www.lssu.edu/finaid). Additional information can be obtained from <http://ifap.ed.gov/sfahandbooks/attachments/0304Vol2Ch7ConsumerInformation.pdf>.

### Attendance Policy for Federal Financial Aid Recipients

Regular class attendance is required for students receiving federal financial aid. If you are reported for non-attendance in any or all of your courses, your financial aid may be withdrawn.

If you withdraw during the 100% refund period you may be eligible to retain a portion of your financial aid. A special withdrawal form is required at the Financial Aid Office.

If you receive all F grades for any semester, it will be assumed that you have attended only 50% of your classes and your federal financial aid eligibility will be affected.

### **Student-Faculty Relations Committee (Appeals)**

**Function:** The Student-Faculty Relations Committee provides a forum for resolving conflicts between students and faculty members that may arise in connection with classroom or course-related activities, policies or procedures. The committee will not consider cases involving ADA compliance or any other matter it deems inappropriate. This committee is strictly an informal mediation body that will forward recommendations for resolution to the parties involved (with a copy to the vice president for academic affairs and provost).

**Membership:** The University president appoints the committee membership to two-year terms. There are four faculty representatives (at least one from each college) and four student representatives. The chair is chosen by the committee membership.

**Procedures:**

1. If a student (or group of students) wishes to raise an issue related to a course which he/she is taking or has taken (normally within one semester), the student should attempt to resolve the issue at the student/faculty, department head or appropriate college dean level. If the matter cannot be resolved at the lowest possible levels, the student may appeal to the Student-Faculty Relations Committee informing them of the problem. In exceptional cases, the student may approach the Student-Faculty Relations Committee directly.
2. To bring an issue before the Student-Faculty Relations Committee, the student must notify the Student-Faculty Relations Committee in writing. This document must clearly explain the situation and include the student's name, current address, a message telephone number and times when the student is available to meet with the committee. Supporting documentation may be included as well. The written appeal should be submitted directly to the committee chair. The Executive Vice President and Provost's Office will know the name of the committee chair.
3. Once the committee members have had an opportunity to review the student's concern, they will conduct an informal fact-finding process. As part of the process, the student will be invited to meet with the committee for further clarification. This meeting will be 20 minutes in length with 10 minutes of question and answer by the committee. The other party will also be invited to meet with the committee following the same format. Both parties will then be asked to meet together with the committee in an effort to foster communication, clarification and resolution. The most desirable arrangement would be for this step to occur at one setting. The committee will strive to be as expeditious as possible. There may be extenuating circumstances such as semester break or summer recess.
4. If there is no resolution after this joint meeting of the parties involved, or if the outcome of this process is not acceptable to the student or the faculty member, he/she may appeal to the executive vice president and provost of the University.
5. The committee will keep no permanent records.

### **Class Cancellation/University Closing Policy**

During severe inclement weather or in an emergency situation it may be necessary to close the University, cancel classes or change the schedule for University operations. In the event inclement weather or an emergency occurs, public announcements will be made on local radio and television stations and on the University website and telephone hotline (906-635-2858). Please inform students and anyone else who may have a need to know, about the type of announcements and what they mean

Announcements

Means

University closed	A total University Closure is in effect. All University business activities, classes, events, games, etc., are cancelled for the entire day and evening (6:00am to 10:00pm). Personnel do not report to work, except for those employees designated as <i>essential</i> personnel. University entries will be closed to allow essential employees to operate.
University opens late	A <b>temporary</b> University closure is in effect until the announced time. Students and University personnel must report to classes or work at the opening time noted. University personnel designated as <i>essential</i> personnel should report as scheduled. All University events, activities and classes are cancelled for the period of time noted. University entries will be closed during the noted time to allow emergency crews to operate.
University closes early	A <b>temporary</b> University closure is in effect at the time announced. Students and University personnel are to leave their classes or work stations at the noted time. <u>The continuation of events, activities or special functions at the University will be made as part of the announcement.</u> Personnel designated as <i>essential</i> should report to work as scheduled. University entries will be closed during the noted time to allow emergency crews to operate.
Class cancellation for a specified time period	The University cancels classes, but business activities, events, games, etc. remain open. Students and faculty do not report for classes. University personnel report to, or remain at, work as normal.

Every effort will be made to have public announcements about closures or late openings made by 5:30 a.m. and other closure or cancellation decision made as early as possible throughout the day.

Radio and television stations carrying the announcement are shown on the following page.

**Please Note:** An announcement about LSSU closures or cancellations is in effect for the hours noted for the Sault Ste. Marie campus. If it is necessary to close or change the operating schedule of a specific activity or facility, the announcement will be specific in that regard. Classes or activities at off-campus or Regional Centers will follow the schedule of the host institution.

**In the event of hazardous weather or other emergencies, the following radio and TV stations will carry University schedule change information:**

Radio Stations/AM	Radio Stations/FM	TV Stations
WKNW - 1400	WYSS - 99.5	TV 9/10
WSOO - 1230	WSUE - 101.3	TV 29/8
WNBY - 1450	Q104/EZRock - 104.3	TV 7/4
	WCMZ - 98.3	MCTV
	WLSO - 90.1	
	WIHC - 97.9	
	WMKC 102.9	

**LSSU telephone hotline: 906-635-2858**

**Internet:** <http://www.lssu.edu/>

(Updates on the hour and half hour)

**This procedure is in effect seven days a week except holidays when the University is closed.**

### Web for Students (<https://web4students.lssu.edu>)

This product allows students to get things done from the comfort of their home or dorm room instead of going to the Fletcher Center for service.

All that's necessary is a computer with Internet access, your student ID number and pin. The system is available from 6 a.m. to 6 p.m. Monday through Friday and weekends starting Saturday at 6 a.m. Contact the registrar's office at (906) 635-2682 or [www.registrar@lssu.edu](mailto:www.registrar@lssu.edu) with questions.

Services Available:

- § Review of your academic record
- § Print schedule
- § Check for holds
- § Review local address
- § Review billing record
- § Review degree audit
- § Print an unofficial transcript
- § See what classes are being offered
- § Pay your LSSU bills

### University Talk (Terms & phrases you should know.)

**Academic Credit (or credit hours or credit):** One academic credit is generally earned for every 15 hours in lecture during a semester.

**Academic Probation:** The result of a grade point average falling below an acceptable level.

**Academic Year:** Two 15-week semesters plus a summer semester.

**Accredited:** Quality of academic programs has been approved by an outside rating agency.

**Admission:** Your acceptance for enrollment.

**Advisor:** Faculty or staff member who offers you academic advice, explains requirements and assists in scheduling. Ask your department head for an advisor.

**Associate's Degree:** Awarded for two-year programs.

**Bachelor's Degree:** or Baccalaureate - awarded for a "four-year" program.

**Calendar:** Important dates of the academic year.

**Certificate:** Requires one year of study.

**Corequisite:** Course you must take during the same semester as another course.

**Cognate:** A specified course, generally in a field other than your major, which you must take for your program.

**Colleges:** LSSU has five academic colleges, each headed by a dean: The College of Arts, Letters & Social Sciences; The College of Business & Economics; The College of Engineering & Mathematics; The College of Natural & Health Sciences. A fifth college, The University College, houses academic support programs and services to students with disabilities and some occupational education programs.

**Courses:** Descriptions in the University Catalog generally show a course number, followed by the course name and the number of academic credits shown at the right of the column.

**EN 110 Freshman Composition (3)**

**Credit:** See academic credit.

**Curriculum:** (major, program) Courses required for a specific degree or certificate.

**Departmental Payroll:** Student employment paid from department budgets.

**Departments:** Eighteen academic departments, each administered by a "chair" and offering courses in one or more disciplines.

**Discipline:** Group of related courses, such as mathematics.

**Elective:** Course distinguished from required course. You select it from a number of specified courses.

**Field Placement:** See practicum.

**Financial Aid:** Includes grants, loans, scholarships or work-study.

**Full-Time Student:** You, if you enroll for 12 or more credits in a semester.

**General Education Requirements:** Courses you must take to earn a bachelor's or associate's degrees; provides you with a broadly based education.

**GED Examinations (General Education Development examination):** If you didn't finish high school, but believe you learned enough in other ways to qualify for university, this is the test for you. See the Counseling and Testing Department for more information.

**Grade Point Average (GPA):** Number of quality points divided by the quality hours of credit attempted. It figures your average grade for a semester. Cumulative grade point average is the average for all your classes.

**Internship (practicum, field placement or clinical):** Working in a "real life" setting for academic credit.

**Major (curriculum):** A concentration of courses in your specific area of study.

**Minor:** A lesser concentration (20 credits or more).

**Part-Time Student:** You, if you take less than 12 credits in a semester.

**Practicum:** Another word for internship.

**Prerequisite:** Certain courses you must successfully complete before enrolling in a specific course. You must satisfy prerequisites, and other stated conditions, before enrolling in a course, or have permission from an instructor to waive the prerequisites. It is your responsibility to be certain you have the approved prerequisites.

**Program (also curriculum):** A group of courses you must take in order to earn a degree or certificate.

**Registration:** Each semester you must request specific classes for the next semester, pay tuition, etc.

**Required Courses:** You must take these to earn your degree.

**Schools:** Academic units within each college, containing departments, institutes and centers.

**Semester (sometimes called term):** See academic year.

**Term (sometimes called semester):** See academic year.

**Transcript:** Official record of your coursework maintained by the LSSU registrar.

Transcripts from other schools must be mailed directly from the office of the principal or registrar of issuing institution to the LSSU Registrar's Office. It must bear the seal of the institution and signature or stamp of school official.

**Withdrawal:** Dropping all of your classes.

**Work Study:** Student employment paid in part by either the federal or state government; awarded through the Financial Aid Office.

## Information on Activities

### Introduction

You'll find many opportunities to become involved with campus life during your time at Lake State, whether you live on or off campus. We strongly encourage you to take advantage of as many of them as possible. Involvement on campus can help you meet more people, learn more skills and have a wonderful time here. If you ever have any questions about any aspect of student life or student activities, please stop by the Student Life Office or call ext. 2236. If we don't know the answers to your questions, we'll find them for you!

- **Activities Board:** Student Activities Board (SAB) is a student driven board dedicated to planning a variety of activities on campus from small bands and comedians to formal events such as Sno-Ball and the Homecoming Dance. If you would like to know more about SAB or how to become a member, call ext. 2756.
- **Athletics/James Norris Center** - Lake State offers the following varsity sports: men's and women's basketball, men's and women's cross country, men's and women's track, men's and women's tennis, women's volleyball, women's softball, men's golf and men's ice hockey.
- Even if you don't play an organized sport, you are encouraged to use the many other services in the James Norris Center. Hours for the weight room, racquetball court, pool and gym are posted in the center and circulated at the beginning of each school year.
- All students may purchase a sports pass that covers hockey games for \$50 at the Student Services Center. Students may attend volleyball, and men's and women's basketball free of charge with a valid student ID. For more information, call the Ticket Office at ext. 2602. You may reach the Norris Center manager at ext. 2366 and the Director of Athletics at ext.

2878.

- Campus Ministry: Campus ministry is provided through different spiritual organizations. These organizations are Anchor House (632-6279), Campus Crusade for Christ (248-5383), HIS House Christian Fellowship (632-0126), and the Newman Center (635-5941). Each organization offers activities ranging from Bible studies and worship to retreat weekends. For more information, please contact the listed phone numbers.
- Clubs and Organizations: Students are strongly encouraged to participate in the many clubs that highlight special interests. The Presidents Council is comprised of all the club presidents. This structure encourages the exchange of information and ideas so student groups can make better use of their resources, increase scheduling compatibility and encourage cooperation. The Council is also responsible for recognition of new clubs. The following list of clubs and organizations are a sample of the groups that have been active at Lake State.
  - ACM
  - Activities Board
  - AISES
  - Alpha Phi Sigma
  - Anchor House
  - American Society of Mechanical Engineers
  - Botany Club
  - Campus Crusade for Christ
  - Chemistry Club
  - College Republicans
  - Criminal Justice Association
  - Criminal Justice Student Alliance
  - Early Childhood Education Club
  - English Club
  - Environmental Awareness Club
  - Fisheries and Wildlife Club
  - Geology Club
  - HIS House Christian Fellowship
  - I.E.E.E
  - Inter-Greek Council
  - Investment Club
  - Judiciary Board
  - Kuk Sool Won
  - Lady Lakers Women's Hockey Club
  - Lake State Nurses Association
  - Lake State Theatre Company & Drama Club
  - Legal Assistant Association for Students and Alumni
  - LSSU Pep Band
  - Native American Student Organization
  - Newman Center
  - Paintball Club
  - Political Science Club
  - Pre-Professional Club
  - PRIDE
  - Psychology Club
  - Resident Assistants
  - Recreation Club
  - Rifle Club
  - SAFE Kids Club
  - Society of Automotive Engineers
  - Society of Manufacturing Engineers
  - Society of Women Engineers
  - Sociology Club
  - Student Alumni Involved for Lake State (SAILS)
  - Student Athletic Training Association
  - Student Honors Club
  - Students in Free Enterprise (SIFE)
  - Student Government

- Swing Club
- Teacher Education Club
- WLSO Student Radio Station
- And many more...

\*If you would like more information about a group or have an interest in developing your own, contact the Student Life Office in the Cisler Center at ext. 2236.

Greek Life: The Greeks participate in a number of fund-raisers, community service projects, self-improvement seminars and campus activities. The Inter-Greek Council is the central point for communication between the fraternities, sororities, and co-ed organizations that represent the collegiate Greek culture. To find out more about Greek Life call ext. 2236.

Fraternities:

- Alpha Phi Sigma\*
- Delta Sigma Phi
- Theta Xi
- Theta Chi Rho
- Lambda Sigma Beta
- Tau Alpha Phi\*
- Tau Kappa Epsilon

Sororities:

- Alpha Kappa Chi
- Alpha Theta Omega
- Sigma Lambda Sigma

Co-ed:

- Kappa Pi Iota

- **Intramural Sports:** Intramural Sports are offered all year long. If you like to stay active and have a semi-competitive edge, then you should sign up today. An Intramural Handbook is developed each year which highlights the events and dates. Call ext. 2606 or ext. 2836 to find out more information.
- **Student Government:** Student Government is the student voice. Student representatives act on behalf of the full student body to address concerns and suggest ideas throughout the University community. Student Government is comprised of 12 representatives (elected in the Fall) and four executive positions (elected in the Spring). If you have interest in either campaigning for a position or participating on one of the many university committees, contact the Student Government Office at ext. 2550 for more details.
- **Student Media:** LSSU offers two media venues for student enjoyment. WLSO is the University radio station. Student DJs offer a wide variety of programming throughout the day and well into the evening. The station dial number is 90.1 FM. The request line is 635-2863 (ext. 2863). If you have interest in hosting your own radio program call ext. 7504. The Compass is the student-facilitated newspaper. It is published weekly and covers events both on and off campus. If you have interest in writing for the paper or have any questions, call ext. 2551.

## Service Information

### Alumni

#### *Anticipations and Expectations of Alumni of Lake Superior State University*

Being an alumna or alumnus of Lake Superior State University is not really about your diploma. It is a state of mind. It is about that Lake State spirit and attitude. The minute you chose to become a part of Lake State's present by enrolling, you also become a part of our history and of our future. The Alumni Association of Lake Superior State University offers several benefits to current students including career and mentoring programs, leadership and organizational training through Student Alumni Involved for Lake State (SAILS) and the opportunity to go to your high school and talk to students about the Lake State experience. Your Alumni Association consists of more than 24,000 former students of the Sault Branch of Michigan Tech, Lake Superior State College and LSSU. Our sole purpose is to strengthen the relationship between the University and our alumni, faculty, students and staff. For information about your Alumni Association, call ext. 6219, email [alumnirelations@lssu.edu](mailto:alumnirelations@lssu.edu) or visit the web at [alumni.lssu.edu](http://alumni.lssu.edu). Information about SAILS can be found at [www.lssu.edu/sails](http://www.lssu.edu/sails) or by emailing [sails@lssu.edu](mailto:sails@lssu.edu). The Lou and Mae Lukenda Alumni

House is located on the Ryan Street side of campus, next to the President's house. Feel free to stop by and say "hello".

### **Audio-Visual Center**

The Audio-Visual Center offers a variety of services to faculty, staff and students. Located on the main floor of the library, the center maintains a diverse collection of materials and equipment. Faculty may check out materials from the collection for use on campus, or arrange to have materials and equipment brought to a classroom. Reservations can be made by calling ext. 2400 (off campus 635-2400).

Students and other library patrons may only use audiovisual materials in the library. Students needing materials and/or equipment for a class may arrange to have them delivered to the classroom.

Other services available in the Audio-Visual Center during normal hours include making transparencies (both black and color), scanning material, audiocassette high-speed duplication, and videocassette duplication.

As a service for students and faculty, the Audio-Visual Center sells scantrons, bluebooks, audio and video tapes, markers and pens, computer discs, etc.

The Audio-Visual Center is open Monday through Thursday, 7:30 a.m. -10:00 p.m. and Friday, 7:30 a.m.-5:00 p.m. during the academic year.

### **ATM**

ATMs are located in two buildings for your convenience. One is located on the main floor in the Cisler Center and the other is located next to the Cappuccino Corner in the KJS Library Building.

### **Book Store**

The Campus Shoppe is the place to go to buy your books, school supplies and top of the line Lake Superior State University spiritwear and souvenirs. Refer to the Campus Shoppe web site [issu.bkstore.com](http://issu.bkstore.com) for hours of operation or call ext. 2227.

### **Campus Dining**

The Campus Meal Plan is a comprehensive dining program that combines a computerized meal card system with the added flexibility of dining at the Quarterdeck Dining Hall in the Cisler Student and Conference Center . This dining hall offers diverse menus and convenient hours. All on-campus students are required to select one of the many meal plans highlighted in the Housing Handbook.

### **Where to Eat on Campus**

The following dining options are available on campus:

- The Quarterdeck dining hall, located in the Cisler Center ;
- The Corner Pocket convenience store, located in the Cisler Center ;
- The Norris Center Snack Shack, located in the Taffy Abel Arena, featuring a concession-style menu (hours vary with scheduled events); and
- The Cappuccino Corner, a snack area on the main floor of the Library.

### **Hours of Service\***

#### Quarterdeck Dining Hall :

Breakfast (full) 7:15am - 9:00am  
(continental) 9:00am - 10:15am

Lunch 11:15am - 2:30pm

Dinner (Mon-Thurs) 4:30pm - 9:00pm

(Friday) 4:30pm - 6:30pm

*Weekends:*

Brunch 11:00am - 1:00pm

Dinner 4:00pm - 6:00pm

Galley Snack Bar :

Monday – Friday 11:00am - 1:00pm

Corner Pocket :

Monday - Friday 7:30am - 11:00pm

Saturday and Sunday 2:00pm - 11:00pm

Cappuccino Corner :

Monday - Thursday 7:30am - 7:00pm

Friday 7:30am - 2:00pm

\*Hours may vary

### **Commuter Student Meal Plan Offerings**

Commuter Block Plan is offered exclusively to off-campus students. Meals can be purchased in blocks of 10, 25, 50 and 75. These meals can be used at the cardholder's discretion in the Quarterdeck dining hall. To sign up or obtain more information, stop by at the ID Office in the Cisler Center or call ext. 2552.

The Laker Gold Commuter Debit Program is the most flexible meal program of all. With this program, you can purchase meals in the Quarterdeck. You can also make purchases at the Cappuccino Corner, Galley Snack Bar and the Corner Pocket convenience store.

The Laker Gold Debit Card is a "student advantage" program that works like a pre-paid credit card. It allows you to use your current ID card at various locations to save on your purchases and pay most fees and expenses on campus. As you use your Laker Gold Debit Card, your purchases and expenses will be deducted from your balance. Deposits are accepted at the ID/Service Center in the Cisler Student and Conference Center . Deposits may also be mailed directly to the ID office. A minimum of \$25 is needed to open your Laker Gold Debit Card. (All deposits will be posted by 3 p.m. the following business day.) Account balances may be checked at any card reader or a statement may be requested at the ID office. This program is not only a convenience, but is safe and easy to use!

### **Communication**

Our associates and managers are interested in student comments, so feel free to let us know how we are doing. Communication boards are maintained at all locations for comments or ideas. We encourage you to get to know our associate staff and managers in our dining areas.

### **Dress**

Proper attire must be worn in the LSSU dining areas. Shirts and shoes are required at all times.

### **Help Wanted**

Would you like to find a good way to meet other students and earn some extra spending money? Campus Dining Services has a spot for you. Positions are available at the Quarterdeck, Catering, Galley and the Corner Pocket. Hurry! The positions fill fast. Contact the Dining Services Office at ext. 2641 for more information.

## **Campus Employment**

If you are looking for a part-time job, Lake State has approximately 600 employment opportunities for full-time students in places such as laboratories, offices, the Library, the physical plant and Auxiliary Services. If you're interested in campus employment, you need to visit the Human Resources Office on the top floor of the Administration Building. If you have any special needs or accommodation requests, please notify the Human Resources Office by calling ext. 2213.

The Center for Career and Employment Services has information about off-campus employment. It is located in South Hall and can be reached at extension 2234.

## **Career Services**

You are encouraged to visit the Center for Career and Employment Services (Placement Office) early in your Lake State career. The center can help you with the following areas:

1. professional employment after you graduate
2. part-time employment while you're in school
3. summer employment and internships
4. career planning
5. employment training

The center has a library of materials on career planning and development, job listings by major, catalogs for undergraduate and graduate schools, computers for Internet job searches, and current job postings. They also publish a biweekly job market bulletin, which is available at the center and various other locations on campus, as well as the World Wide Web ([www.lssu.edu](http://www.lssu.edu)). For more information and assistance, visit the center in South Hall or call ext. 2234.

## **Cisler Student and Conference Center**

Fall/Spring Semester Hours: Monday – Friday 8:00 a.m.-midnight  
Saturday and Sunday 1:00 p.m.-midnight

The Cisler Student and Conference Center is the center of on-campus life. These services are available to you in the Cisler Center:

The ID/Service Center is located on the upper level. Faxes, copies, ID cards, Laker Gold Debit Program, and meal plan information are provided here. Scantrons and bluebooks are also available. The ID/Service Center hours are from 8:30 a.m.-4:00 p.m., Monday through Friday.

The Quarterdeck dining hall is also located on the upper level. Our resident students eat most of their meals here. This "unlimited seconds" dining hall allows you to eat all you want. There are monthly specials and Taste Changers (weekly) that add to the variety of the program.

The Galley Snack Bar located on the lower level, features daily specials, salads, sandwiches, hamburgers, beverages and other tempting snacks. Most commuter students and guests dine here.

The Corner Pocket Convenience Store, located on the lower level, offers snacks, beverages and sundries. Bonus Bucks may also be used here. Cards and board games can be signed out with your student ID card.

The Peacock Cove is also on the lower level, and features live entertainment on a schedule to be announced monthly by the Student and Residential Life Office. It is also open during the day and is a convenient place to study or socialize with friends.

## **Commuter Lockers**

Lockers are available free of charge to commuter students in the lower level of the Cisler Center. For more information visit the Cisler Center info counter or call ext. 2541.

## **Indecent Behavior**

Public urination and indecent exposure of any means is expressly not allowed on the campus of Lake Superior State University. These behaviors are unacceptable and considered a serious offense.

## **Information Technology Services**

LSSU Information Technology offers a variety of services and programs for students. Classroom laboratories in South Hall and CASSET provide for instruction that involves computers and/or software. During non-class hours, general access labs in the KJS Library and the Walker Cisler Center provide copies of the software used in classes. Internet access and office suite products are available in the Walker Cisler Center Internet Lab. Help for students utilizing software in the classroom or a lab is available in the Learning Center. PCs enhance the research ability of the KJS Library with access to the Internet and many databases. The University maintains a student to computer ratio of ten to one whenever possible.

Basic computing services are free to any enrolled student, including an e-mail address, web space, use of general access campus laboratories and off campus dial in. Instructions and help for using these services are available at the Information Technology HelpDesk in the Administration Building. Internet access is also available via dial in for students off campus. Dormitories provide Ethernet access to the Internet.

The HelpDesk located in the Administration Building, room 107, assists students with general computing problems related to any of the above services. Information concerning availability can also be obtained at .

Computers are available for student use in the Kenneth J. Shouldice Library, and in departmental labs across campus.

Schedule for KJS Library Computer Labs:

Fall/Spring Semesters:

Regular Hours:

Sunday 1:00 p.m – 12 midnight

Monday–Wednesday 7:30 a.m. – 12 midnight

Thursday 7:30 a.m. – 11:00 p.m.

Friday 7:30 a.m. – 6:00 p.m.

Saturday 11:00 a.m. – 6:00 p.m.

Recesses: The Courseware Lab in the KJS Library is open during recesses and during the summer semester.

## **Counseling & Resource Center for Students with Disabilities - Counseling & Disability Services**

The Counseling Center is located in South Hall. Many students use the center's services during their time here for a variety of reasons. The staff can help you with: personal support counseling needs; and finding long-term, clinical therapeutic counseling; academic advising and counseling (if you are admitted in the University Studies Program, your academic advisor will be a member of the center's staff); and vocational and career testing and counseling. The center's services are free to students, and strict standards of confidentiality are maintained. You can contact the center at ext. 2733.

## **Resource Center for Students with Disabilities (RCSD) - formerly OSASS**

The Resource Center for Students with Disabilities is located in South Hall. The center is responsible for providing disability related services and ensuring appropriate accommodations for students are met in the academic and university environment. In order for students to receive accommodations, they must voluntarily provide: verification of a disabling condition (the documentation must be current and all documentation is kept confidential); upon receipt and review of the documentation, eligible accommodation(s) will be determined and the student will be notified (only with the student\*s consent will appropriate faculty and/or staff be notified); and it is the responsibility of the student, faculty and staff to work together, with RCSD serving as a liaison

to make sure all parties needs are addressed.

Types of Standard Disability Related Accommodations:

- Tape recording of lectures
- Test reading and/or oral testing if appropriate
- Note taking
- Accommodated testing (Time and a half is considered standard)
- Computer access and/or a scribe for essay testing
- Alternative formats of class and testing materials
- Assistive reading technology
- An appropriate testing environment (non-distractive)
- Resource Center for Students with Disabilities (RCSD)

Contact:

Vicki Fox

Coordinator of Disability Services and Manager of RCSD

1-906-632-6841 ext. 2454 or 906-635-2454

Fax: 906-635-7564

vfox@lssu.edu

### **E-mail**

An LSSU student can establish an e-mail account from any Internet connection. Go to <http://compserv.lssu.edu>. Then click on the "Setting Up E-mail" icon. The next page is an article about how to establish your e-mail account. Click on the phrase entitled "Activate Me" in blue. This will connect you to the page where you will be entering the information needed to establish your e-mail account (name, student identification number, etc.). Contact ext. 6677 with any questions.

### **Financial Aid**

Follow these steps to assure that your financial aid is applied to your account:

Return your signed award letter to the Financial Aid Office.

Process your Fee Statement through the Student Service Center in the Fletcher Center and pay any outstanding balance(s).

If you are taking out a student loan, be sure to sign your promissory note and return it to the appropriate office.

If this is your first student loan, you must attend an Entrance Interview at the Financial Aid Office before your loan processing can be completed.

Excess aid checks can be picked up at the Business Office within 10 days of your disbursement date.

### **Health Services**

Basic health care services are available on campus at the LSSU Health CARE Center. The Health CARE Center is located at 621 W. Easterday Avenue across from Brady Hall. Health care professionals staff the center: full-time staff includes a certified nurse practitioner and professional nurses. Consultation and referral to physicians is available through the center. Services are available most days between 8:00 a.m. and 5:00 p.m. You can phone the center anytime during office hours to make an appointment at 635-2110 (on campus, ext. 2110).

A health care plan is available for students who maintain three or more credit hours and attend classes on campus. Once enrolled, you will receive information outlining coverage. Plan information is also available at the center. You are encouraged to review this plan and services. The majority of onsite services are provided at no additional charge to students. You or your parents are financially responsible for the following: health care not covered by the health care plan, x-rays, specialty provider referrals and necessary supplies for treatment.

The staff of the Health CARE Center makes the following recommendations to all students attending LSSU:

1. It is advisable to carry health insurance, keep the policy or identification cards readily available, and know what your policy covers.
2. Get immunized and keep a copy of your immunization record on file.
3. You will be asked to complete a Health History Questionnaire form when you first come to the center. We encourage you to be familiar with your medications, environmental allergies, personal and family health history, as well as past provider name(s) and addresses in case records are needed. You will also be asked to provide a copy of your current immunization status and provide a copy of your health insurance policy numbers. Once again, it is important for you to know what your policy covers and how to access it for benefits and payments.

### **Housing/On-campus Guests**

Housing is available for all students. Living on campus is the best way to meet new people and learn how to live with others. Another big bonus to residing on campus: you are at the heart of all of the action with the Taffy Abel Arena on one side and the Cisler Center on the other—fun is just a few steps away! Contact the Housing and Residential Life Office at ext. 2411.

Please refer to the residence hall handbook for the guidelines pertaining to living on-campus. There are a variety of potential penalties for failing to comply with these rules, including possible separation from the housing system or separation from the University itself. Guests of campus residents are subject to the same guidelines as those who live in the residence halls.

### **ID Cards**

Students will be issued a Lake Superior State University ID card. This ID card is valid until graduation. Your ID card is your admittance to use the library, cash checks, vote in campus elections, attend sporting events, use the Student Activity Center, and admit students to the cafeteria if you are on a room and board plan. It is also your Laker Gold Debit card and Commuter Block Plan card. To obtain an ID card or have a replacement card, please go to the ID office in the Cisler Center. A fee for replacement ID cards will be charged. Any misuse or alteration of the ID card, whether it is current or expired, is considered a serious offense and is subject to disciplinary action. Call ext. 2552 if you have any questions.

### **Learning Center**

The Learning Center (LC), located in rooms 112-114 of the KJS Library, provides the following services free of charge: one-on-one and small-group peer tutoring, study groups, and supplemental instruction (SI) in numerous courses across the disciplines; The Writing Lab; workshops on time management, study skills, test preparation, computers and graphing calculators; access to up-to-date computers, utility software and laser printers; discipline-specific tutorial software, videos and cassettes; PLATO computer-based courseware for math, English, reading and more; research access to the Internet; study space; and reference and lending libraries.

The LC's tutors and student staff can give you personal and academic support to help guide your college career. The staff is also available to assist you with course scheduling questions, university success strategies, and basic computer and word-processing skills.

The Learning Center is open during the following hours:

Monday-Thursday 8 a.m. - 9 p.m.

Friday 8 a.m. - 5 p.m.

Saturday Closed

Sunday 5 p.m. - 9 p.m.

The Writing Lab's hours vary each semester. Stop by the LC for current hours.

If you have any questions or concerns, please contact the friendly staff of the Learning Center at ext. 2849 or the director of Academic Support Programs at ext. 2874.

### **Library**

The mission of the Kenneth J. Shouldice Library is to serve the informational and academic needs

of the students, faculty and staff at LSSU. The newly remodeled and expanded KJS Library features 130,000 monographs, subscriptions to 1000 periodicals, study seating for more than 350, and more than 30 computers, as well as personnel to help you efficiently and effectively find information you need. Food and drink are not allowed in the library.

**Library Hours:**

Monday-Wednesday 7:30 a.m.-midnight

Thursday 7:30 a.m.-11 p.m.

Friday 7:30 a.m.-6 p.m.

Saturday 11 a.m.-6 p.m.

Sunday 1 p.m.-midnight

### **Lost and Found**

Lost & Found is located in the Campus Security Office in the Administration Building. If you have lost or found something, please report it to the Campus Security Office at ext. 2210.

### **Maintenance**

Maintenance is provided through the Physical Plant. They strive to provide excellent service to everyone on campus from keeping the buildings clean and running efficiently to plowing the parking lots and keeping the grounds in good condition. For more information, call ext. 2371.

### **Native American Center/Eskoonwid Endaad House**

The Native Center provides a place for all students to come together to study, socialize and find friendship and support from staff and fellow students. It is the meeting place for the Native American Students Organization (NASO), and the American Indian Science and Engineering Society (AISES), as well as for other student organizations.

Services offered at the Center include academic advising, tutoring, mentoring, and assistance with general questions about Lake Superior State University. There is also a computer lab available for all students. The Native American Center continues to reinforce its activities to promote the retention of Native American students attending Lake Superior State University.

The Native Center is currently staffed by a director, student advisor and one half-time secretarial member. In addition, the Native Center also provides support for three state-funded coordinators of the King\*Chavez\*Parks Initiatives: The College Day Program (involving middle and high school students), the 4S (Select Student Support Services) Diversity Resources Program, and the MICUP (Michigan College and University Partnership) Program. For more information, call ext. 2664 or ext. 2739.

### **Parking and Vehicle Registration**

All vehicles must be registered to park on campus. Parking permits may be purchased at the Student Service Center, ext. 2810. If you have a guest visiting you, you will need to have them register their vehicle with Campus Security located in the Administration Building. Ticket appeals are handled through the Parking Ticket Hearing Committee. Contact Security to make arrangements by calling ext. 2210.

### **Ride Board**

A Ride Board is provided for people to offer sharing rides and giving rides to others traveling in the same direction. This board is sponsored by Student Government and is located on the lower level of the Cisler Center.

### **Security**

The Security Office provides 24-hour service for the convenience of students. The office is located at the west end of the Administration Building. Staff may be reached anytime on campus by dialing ext. 2210. Security staff can also be reached by phone from off campus any time by dialing 906-635-2210. In case of extreme emergency, you can press the speed dial button marked "emergency" on your phone if you are on campus. This rings into the Campus Security Office. If

Security personnel are not available to answer, please dial 911, the emergency number at the Sault Police Station.

### **Student Activity Center (SAC)**

The Robert D. Arbuckle Student Activity Center (SAC) offers many services for students and faculty/staff. With the four multi-purpose courts, six-lane 200 meter track and state of the art weight and cardiovascular equipment, there is always something to do. So, whether it be volleyball, basketball, or weight training you are interested in, the SAC has it. The hours for the SAC are posted in the Norris Center. Call ext. 2029 for questions or reservations.

### **Student Directory**

The Student Directory is available to all registered students at Lake Superior State University. If you do not want your name printed in the directory, contact the Registrar's Office at ext. 2682 before the end of the sixth day of the fall semester (September 10).

### **University Policy Information**

Lake Superior State University believes that students are adults who will act in a mature and responsible manner. However, it is still necessary for the University to establish certain guidelines designed to protect the rights of all students and to promote a safe, healthful, and studious environment on campus.

When you become a member of the University community, you gain both privileges and responsibilities. It is your responsibility to behave at all times like a member of an academic community, with respect and concern for your fellow students and for University personnel. The following regulations are designed to maintain an appropriate academic environment on campus and to protect the rights of all students. Rules specific to individual residence halls are distributed at the beginning of the semester.

### **Alcohol Policy**

Preamble: The Lake Superior State University Board of Trustees, faculty and staff are committed to providing a safe and scholarly environment for the student body and the University community. The abuse and/or illegal use of alcohol interferes with this objective and may affect the health and safety of students, faculty, staff and guests of the University.

This Student Policy on Alcohol was enacted in order to comply with the Federal Drug-Free School and Communities Act of 1989 and state laws as well as to set forth University policies and standards of conduct by the student body and student organizations on campus and for University-related activities off campus.

The Federal Drug-Free Schools and Communities Act requires as a basis of federal financial assistance, including student loan programs, the adoption and implementation of a program to prevent the abuse of alcohol by students and the annual distribution, in writing, to each student of the following information:

1. standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of alcohol by students on University property or as part of any University activities;
2. a description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of alcohol;
3. a description of the health risks associated with the use and abuse of alcohol;
4. a description of any alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students; and
5. a clear statement that the institution will impose sanctions on students (consistent with local, state and federal law), and a description of those sanctions, up to and including expulsion, termination and/or referral for prosecution.

In compliance with the act, the University will conduct a biennial review of this program to

determine its effectiveness and to insure that sanctions are consistently enforced. The biennial review will be submitted to the Board of Trustees along with recommendations on any amendments to the policy.

*Standards of Conduct:* Students and student organizations accept the rights and responsibilities related to membership in the University community along with its policies, regulations and rules and those applicable federal, state and local laws as they apply to the possession, use or distribution and/or transportation of alcohol. The unlawful possession, use or distribution of alcohol by students or student organizations on University property or as a part of any University-related program, activity or event is prohibited. The misuse or abuse of alcohol and intoxication is a persistent social and health problem of major proportion in our society, which may interfere with the goals and objectives of an educational institution. Members of the University community are accountable for their decisions regarding the use of alcohol as well as their behavior which occurs as a result of these decisions.

*Legal Requirements:* All federal and state laws and applicable local laws for off-campus activities governing the possession, use, consumption, distribution and transportation of alcohol shall be enforced by the University. The laws of the state of Michigan are comprehensive and include a wide range of offenses, prohibited acts, and penalties, some of which provisions are as follows:

1. Alcoholic beverages shall not be purchased by, or furnished or sold to, persons less than 21 years of age.
2. No person shall furnish, maintain, operate or lease to other persons any premise or place which is not licensed where other persons may engage in the drinking of alcoholic beverages for a fee or any other consideration, including the sale of food, mixers, ice or other fluids used with alcoholic drinks or the storage of alcoholic liquors.
3. It is a violation of state law for a person under 21 years of age to knowingly transport or possess alcoholic beverages in a motor vehicle, unless such activity is in connection with the minors employment by a liquor licensee.
4. A person who furnishes fraudulent identification to a person less than 21 years of age and a person under 21 years of age who uses fraudulent identification to purchase alcoholic beverages are guilty of a misdemeanor and the drivers license of the user of the fraudulent identification may be suspended for a period of time.
5. The consumption of alcoholic beverages on public highways is forbidden by law. It is also unlawful to transport within the passenger compartment of a vehicle alcoholic beverages in a container which is open, unwrapped or where the seal is broken.
6. Any person who performs any act for which a license is required, without first obtaining a license shall be guilty of a felony punishable by imprisonment for not more than a year or by a fine of not more than \$1,000 or both at the discretion of the court.

It should also be noted that persons injured by an intoxicated person by reason of the unlawful selling, giving or furnishing to such person of any intoxicating liquor shall have a right of legal action against the person who provided the beverage.

There are local ordinances governing off-campus conduct such as intoxication, breach of the peace, creating a nuisance and the destruction of property by which students and student organizations must comply.

The above is not a complete enumeration of the provisions of the law regarding alcohol. The student shall be responsible for full knowledge of the law regarding the possession, use, consumption, distribution and transportation of alcoholic beverages. The penalties for violation of these laws range from fines to incarceration.

University Regulations: In addition to federal, state and local laws, the following University regulations must be complied with regarding alcoholic beverages:

1. Locations for consumption of alcohol
  1. The sale of alcoholic beverages on the University campus shall be permitted only under the University Conference Center Liquor License

and those special licenses approved by the president of the University or the president's designee. The location for the sale of such beverages shall be at the Cisler Student and Conference Center or at such locations approved by the Board of Trustees and authorized by the Michigan Liquor Control Commission under the Conference Center Liquor License or any special license.

2. The possession and consumption of alcoholic beverages is not permitted anywhere on the Lake Superior State University campus except as provided in A:1 above and in the following locations:
  1. The personal possession and consumption of alcoholic beverages in compliance with the law and University regulations without sales, is permitted in the Townhouses, apartments and other campus housing units with the exception of Brady Hall, Osborn Hall and the Student Village.
  2. The possession and consumption of alcoholic beverages in accordance with the law and without sale may be permitted in other campus locations from time to time with the prior written approval of the president.
3. The possession of alcoholic beverages in unsealed containers is not permitted in any area on campus except as permitted under the University's license or a special license or in the authorized areas set forth above.

#### B. Social events at which alcoholic beverages are consumed

1. A party is defined as a social gathering. Individuals attending a party must be 18 years of age or older. High school students are not permitted to attend university parties. Individuals who wish to sponsor social events in their on-campus housing units for approved locations in accordance with the policy must notify the Department of Residential Life of their intent by submitting a "Party Request Form" 48 hours in advance of the event (Note: the party request policy is under review and may change pending ratification during 2002-03). The host must indicate if alcohol will be present on the premises and fully comply with the following provisions:
  1. Requests for parties must be submitted to the Residential Life Office (Brady Hall, lower level) at least 48 hours (two days) in advance. The Residential Life Office hours are Monday through Friday, 8a.m. to 5p.m. (ext. 2411). Late or improperly completed requests will not be acknowledged. Parties must abide by the fire code for the specific unit in which the party is held.
  2. Two individuals must be listed on the Party Request Form. These individuals must meet the following obligations:
    - These individuals MUST be residents in the living area where the party is taking place.
    - These individuals MUST be present for the duration of the party.
    - These individuals are responsible for ensuring that IDs are checked, underage people are clearly marked with an X on their hand(s), and that safety measures are taken for people to arrive home safely (example: handing in car keys and only returning keys to people who are sober to drive).
  3. Items of Importance:
    - Party hosts are RESPONSIBLE for ensuring that minors are not consuming alcohol and that underage guests are clearly marked.
    - Party hosts are RESPONSIBLE for the guests in their house/living area.
    - Open intoxicants are not allowed outside and are prohibited by law. This alone could cause your party to be shut down.

- Designated fire code should be acknowledged (available in the Residential Life Office).
  - Quiet hours for the Row & Townhouses begin at midnight on Friday & Saturday and should be adhered to.
  - If a party is in violation of University Policy and is shut down, it may not resume.
  - Any type of surcharge is illegal.
  - Security/Residential life staff may do sporadic house checks with probable cause to ensure that party policies are being adhered to.
4. If alcohol is present the following are required:
    - The host must provide food, serve non-alcoholic beverages, & monitor alcohol consumption.
    - The house/living area is RESPONSIBLE for the guests at their party, please make sure your guests are safe and that you make all reasonable efforts to have a safe gathering.
    - Common source containers larger than one gallon are not allowed.
    - Hosts should monitor the alcohol consumption of guests.
  2. Off-campus, University-related social programs, events or activities at which alcohol is served shall be subject to compliance with the law and with the conditions set forth in B:1: b, c , and d above.
  3. Social events on or off campus are also subject to any regulation, condition or restriction provided in writing by the University in order to implement the provisions of this policy and to assure compliance with the law and a safe environment.

Prevention of Abuse of Alcohol and Assistance Programs: The Student Affairs Division will facilitate the prevention of problems through promoting and supporting alcohol-free programming. Such efforts shall include:

- developing awareness programs regarding the problem of alcohol abuse;
- discouraging the promotion and advertising of alcohol use;
- supporting student organizations in conducting alcohol education programs;
- encouraging early intervention and assistance for those with alcohol problems; and
- identifying counseling and treatment services on and off campus.

A current list of the above programs, agencies and activities are available in the Residential Life Office in the lower level of Brady Hall.

### **Assembly**

Everyone needs to respect the rights of other members of the University community to move around freely, conduct normal University business, and use University buildings and facilities in a free and normal way. No one may obstruct any of these normal functions in any way.

### **Compliance with University Officials**

Everyone is expected to comply with the directions of University officials who are acting in accordance with the performance of their duties. Failure to do so is considered a serious disciplinary violation.

### **Confidentiality/Student Records**

Lake Superior State University intends to fully comply with the Federal Education Right to Privacy Act (F.E.R.P.A.) of 1974, as amended. This Act was designated to protect the privacy of educational records, to establish the right of the students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data. Please refer

to the University Catalog for policies and procedures related to F.E.R.P.A.

Under F.E.R.P.A., the University can release directory information about you without your prior authorization. LSSU considers the following 'directory information': name, address, telephone number, date and place of birth, major field of study, enrollment status (e.g. undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, height and weight of members of the athletic teams, dates of attendance, degrees, honors and awards received (including scholarships), and most recent previous educational agency or institution attended by the student. You will have the right to refuse to permit the release of any or all of your directory information. Your written request to prohibit or restrict the use of your information should be delivered to the Registrar's office. Directory Restriction Forms are available in the Registrar's office. Word of Warning: When you restrict your name, you are telling us that you do not want us to acknowledge you as a student in any way. Your name will not appear in any official University publications nor will we be able to verify your enrollment to any outside source. This also means we will not be able to service you by telephone, nor will we be able to help you in person without you showing proper picture identification. A restriction that you place on your record remains until you request, in writing, that it be removed. If you do not want your name, home and local addresses and phone numbers to be included in the Student Directory that LSSU publishes each year, your written request needs to be received before the end of the sixth day of the fall semester.

### **Dangerous or Improper Driving & Ignoring of Traffic Signs**

All vehicles present on campus property are expected to adhere to the driving and traffic rules and regulations of the state of Michigan. Students are expected to follow all posted traffic signs and signals on campus. Vehicles should not travel through campus at a high rate of speed at any time. Improper driving (high rates of speed, disregarding signs, etc.), non-compliance with security officials (i.e. parking for hockey games), and risky behaviors (i.e. doing "donuts", endangering the lives of others, etc...) are expressly not allowed. Any individuals found driving in a dangerous fashion will be subject to the laws of the State of Michigan and the campus judicial system.

### **Defacement of University Property**

Any student found defacing, damaging, or destroying University property or the property of a university official will be held accountable for their actions. Students will be sent through the campus judicial system, which will determine further appropriate sanctions. In cases when damage is done by the guest of a student, the student will be held responsible for the actions of the guest. Students will be expected to pay the full cost of labor, repair and/or replacement of any damage done to such property or belongings.

### **Dress**

In accordance with local health codes, shoes and shirts are to be worn in the dining rooms, academic areas and public buildings.

### **Drugs**

The possession, use, sale, distribution or manufacture of any illegal or controlled substance is prohibited at all University events and in any building or property owned and/or facilitated by LSSU.

Violators will be subject to disciplinary and/or legal action (including arrest), which may result in dismissal from Lake Superior State University.

### **Financial Obligations**

Your fees, loans, fines, driving and parking penalties, etc., are your responsibility and must be paid when due. Delay in meeting your financial obligations means that you may face all or some of the following consequences: your transcripts may be withheld, you may not be able to register for future semesters, your registration may be cancelled for the current semester, you may be denied financial aid, and, in severe cases, you may face legal action from an outside agency (including the state of Michigan).

## Firearms, Explosives and Weapons

You are allowed to bring firearms and weapons to campus for classroom and sporting purposes. However, having a weapon on campus is a serious responsibility and you must follow these guidelines to ensure everyone's safety.

If you bring a weapon to campus, you must register it immediately with the Campus Security Office in the Administration Building. This includes all firearms, ammunition, bows, arrows, knives, paintball guns, BB and pellet-type guns, and any other dangerous weapons. Information regarding manufacturer, caliber, model and serial number will be needed to register firearms, as well as a safety inspection certificate.

All weapons and ammunition must be stored in the designated area by the Security Office and may not be stored anywhere else on campus. Any exceptions to this policy, such as weapons used in class (including any criminal justice student activity), must be authorized by the Campus Security Office.

You should provide a lock to secure the locker in which your weapon will be stored. Weapons may be removed or returned at any time. Student IDs are required when checking out weapons. Firearms and ammunition must never be taken to any room or apartment. Cleaning firearms is permitted only in the designated area set by the Security Office.

Explosives, firecrackers, concealed weapons and similar items are not permitted on campus.

Any failure to comply with these regulations will result in severe disciplinary action and/or dismissal from Lake Superior State University.

## Guest Speakers

If you have a suggestion for a speaker or other event on campus, please contact the Student Life Office, ext. 2236 or the Student Activities Office, ext. 2756. Only student organizations formally recognized by the University may invite speakers to the campus. Reservations for rooms or lecture halls for guest speakers can be made through the Student Life Office.

## Hazing and Initiation

Policy: No person or group shall conduct hazing activities under any circumstance. Hazing is defined as: "Any intentional, knowing or reckless action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: Use of alcohol; paddling in any form; creation of excess fatigue; physical and psychological shocks; inappropriate non-academic quests, treasure hunts, scavenger hunts, road trips or any other such activities either on or off-campus; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts; morally degrading or humiliating games and activities; and any other activity which is not consistent with the regulations and policies of Lake Superior State University, or the State of Michigan and National/International policies."

Reporting Procedure: Alleged hazing incidents should be immediately reported to the Department of Housing and Residential Life. With respect to confidentiality, staff will inform the individual(s) of their options. The Department may choose to utilize the Student Judiciary Committee and/or Inter-Greek Council in the process of adjudication and or sanctioning. Hazing has no place in an academic community and will be treated severely. Both individuals and organizations involved in hazing will be subject to disciplinary action that may include removal from the institution.

**Information Technology Policy** In order to carry out its educational, research and public services missions, Lake Superior State University (LSSU) strives to create an intellectual environment with access to information resources and technology in which faculty, students and staff may create, work and collaborate with each other and with colleagues at other institutions, without fear that the products of their efforts will be violated by any inappropriate use, taking or destruction.

This policy and the guidelines herein set forth the conditions for the use of information technology

resources, including the University Local Area Network (ULAN) computer technology equipment, software and digital media. Lake Superior State University, as a state constitutionally created body, has a public trust to maintain with regard to its mission, activities, services and property. Computing and information resources, services, activities and property must therefore be used by all members of the University community with respect for the public trust through which these state resources are provided.

Access to, and use of, LSSU computing networking and information technology resources is a privilege extended to faculty, students and staff and is subject to compliance with this and other related LSSU policies, rules and regulations; laws; all applicable contracts, including those pertaining to computers and software; and all associated ethical principles and standards adopted by the University community.

Compliance with these provisions is required for continued use and access to information technology resources.

This policy is applicable to all members of the LSSU community whether at the University or off campus, and this policy covers all information resources and equipment even if owned by an individual or shared, or networked.

Every individual user who has access to University information technology resources systems and other resources such as services, equipment, and programs is required to protect the rights of the entire University community. Any individual who without authority accesses, appropriates, changes, destroys or tampers in any way with the ULAN system or any University information resources system, equipment or program, or that of a third party, is acting in violation of this policy and prejudices the intellectual environment of the University community. In order to preserve the integrity of the information resources systems and programs, the University will take appropriate action for any violation of its policies, the law or any applicable contract provision. The full range of disciplinary actions, including dismissal and legal action, may be used. Violations will be processed in accordance with University policies, employment contracts and the law. The following list, while, not exhaustive, provides some examples and guidelines on what constitutes inappropriate, unacceptable or illegal use of information technology, computing and networking resources and would be the just cause for taking disciplinary and/or legal action:

- destruction of, or damage to, equipment, software, or data belonging to LSSU;
- disruption of, unauthorized access or seeking such access, or monitoring of electronic communications;
- violations of computer system security, including menuing systems;
- unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
- use of computer and/or network facilities in ways that may unduly impede the performance of a computer system, or deprive authorized personnel of resources or access to any University computer system resource;
- use of computing facilities for personal or business purposes unrelated to the mission of the University;
- violation of University or third party copyrights, patents, licenses, authorizations and contracts;
- violation of usage policies and regulations of the networks that LSSU is a member of or has authority to use;
- violation of another user's privacy;
- academic dishonesty (plagiarism or cheating);
- harassment or libelous conduct of other individuals or users as defined by law; and
- engaging in any action in violation of the law or University policies.

The University considers electronic mail and computer files private to the extent permitted by law. Generally, access requires the permission of the sender or recipient of a message, or the owner of the file, or such access must be based on a court order or some other statutory or legal basis. The law governing the privacy of electronic mail is in a developing stage, and the limits of privacy are not clearly defined. Users of electronic mail should utilize this service with the understanding that such mail may be disclosed without consent because of a statutory provision or a court ruling.

As in the use of other institutional resources, electronic mail should be used for the institutional purposes set forth in this policy related to the community's need to create, work and collaborate with each other and colleagues in the sharing of knowledge and information related to the mission of the University.

The University reserves the right to monitor its computing resources property to ensure the integrity of the system and compliance with its policies, rights, the law and its contractual agreements. In the course of a University review or investigation for alleged misuse or misconduct, e-mail or files may be locked or copied to prevent destruction or loss of information.

LSSU is not liable for damages of any nature or losses, including lost revenues, or for any claims or demands against the user by any other party. In no event can LSSU be held liable for consequential damages even if LSSU has been advised of the possibility of such damages. LSSU cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice from a consultant, or any other damages arising from the use of LSSU's computer facilities.

Requests for the disclosure of information subject to a court order or the provisions of the Family Educational Rights and Privacy Act or the Freedom of Information Act shall immediately be referred to the designated University employee responsible for processing these inquiries.

### **Insurance**

**Health Insurance:** You may still be covered on your parents' insurance policies. If not, a health and accident policy is available through the Student Affairs office in room 206 of the Administration Building.

**Personal Property Insurance:** The University is not liable for the loss of money or valuables by any person or for the loss of, or damage to, any resident's property, or bodily injury sustained on the premises. Your parents' homeowners insurance policy may cover private property away from home or you can have a rider attached. If not, you may wish to obtain renters' insurance.

### **Library**

**Circulation Policy:** Students, faculty and staff may use the library and borrow materials upon presentation of an LSSU ID card with a bar code. Circulating materials are loaned to students and staff for a period of five weeks and one renewal is allowed. There is no limit on the number of books students or faculty may borrow at any given time.

**Recalls and Holds:** All library material is subject to recall after 10 days if it is required by another patron. Patrons with recalled items will be notified by phone and/or mail and have up to 10 days to return the items.

Patrons may request the recall of an item by completing a card at the Circulation Desk. The library then contacts the person with the item and requests that it be returned within 10 days. The person initiating the recall is notified when the item is returned to the library. Recalled materials are held at the Circulation Desk for four days after which they become available for use by other patrons.

Patrons not wishing to recall an item may place a hold on it so that the item cannot be renewed and the patron will be notified as soon as the item is returned. The item is held at the Circulation desk for four days before it is returned to the shelf. To place a hold, patrons complete a card at the Circulation Desk. **Interlibrary Loan:** Materials not owned by the KJS Library can usually be borrowed from other libraries through the services of the Interlibrary Loan (ILL) Department. To borrow materials, an ILL form must be completed for each item being requested (yellow form for periodicals and blue form for books). The forms are then turned in at the Audio-Visual Department (if closed, at the Circulation Desk) and a charge of 50 cents per request is collected at that time. On average, materials can usually be expected (no guarantee) within one to two weeks of the request being submitted. If there are any additional charges, they are not known until the item is received. If a library charges for lending, students and faculty are charged \$2 per request and the library pays the balance.

Materials borrowed from another library through ILL are due back on the date assigned by the lending library. Patrons needing additional time may request an extension. If the lending library

does not grant an extension, the item must be returned. If it does, the due date is extended to the new date assigned by the lending library.

Materials not returned by the due date may be subject to a fine. After one notification or reminder to the student/faculty that an item is overdue, a bill is requested from the lending institution for the replacement cost and any additional fees they charge and is sent to the student/faculty. When ILL materials are not returned, relations with the lending library can be jeopardized; therefore, the KJS Library may levy an additional fine and place a hold on student transcripts and registration. In addition, the student may be restricted to library use only for any ILL materials borrowed in the future. Use of Study Rooms: The KJS Library has six group study rooms and six individual study rooms available for student use on a first-come, first-serve basis. An individual may be asked to leave a group study room if it is needed for use by a group. These rooms can also be reserved by faculty or staff for special situations such as testing, interviewing, etc. Food and drink are not allowed in these rooms. Markers for the marker boards can be checked out at the Reserve/Circulation Desk. Fine Policy for Overdue Library Materials: Fines are assessed for materials returned late to the library. The amount of the fine varies with the type of material and its particular status (e.g., reserve materials, circulating materials or other materials). Fines accrue from the time the materials were due, whether or not the individual receives an overdue notice, until such time when the materials are returned.

Materials are considered to be overdue the day after they are due. There is no grace period. The first day a book is overdue, the fine is 25 cents per item. The amount increases by 25 cents per day until a maximum of \$5 per book is reached. When an overdue book is returned, the fine ceases to accrue, but remains until paid. No one may check out additional materials until all overdue materials are returned and fines are paid. Holds are placed on student transcripts and registration if you have a library obligation.

Individuals who do not return library materials because they have lost (or otherwise render unusable) the books or other media resources, are assessed the cost of replacement plus a processing fee. If within a year you find the materials, as in the case of a lost book, the cost of the item is refunded except for the processing fee.

Reserve materials do not leave the library unless indicated by the instructor. Charges for overdue reserves are: 50 cents per item for the first hour, and 25 cents per item each hour after that until the maximum amount of \$3 per item is reached. If the fine is left unpaid, a hold is placed on the student's transcripts and registration.

Stealing Materials from the Library: Incident reports are completed and sent to the Office of the Vice President for Student Affairs when patrons are caught with pages torn out of library-owned materials or with library materials that they have not checked out. A fine of \$20 per page for any material ripped out of library books or journals will be assessed. Anyone caught trying to steal library materials will be fined the cost of the item plus \$20. Further disciplinary action may be taken by the Department of Student and Residential Life.

Library Computer Use Policy: Violation of these guidelines may result in loss of computer access and further disciplinary action, including suspension and possible legal action. Users may be held responsible for any damages or expenses resulting from any use of library computer resources in violation of this Library Computer Use Policy. The computers are for use by anyone at no charge. Children under the age of 13 must be accompanied by an adult at the computer. Written permission to utilize the computers without an adult can be obtained from the library. All users are expected to know and abide by LSSU's Information Technology Policy. Library work by students takes precedence over all other uses of the computers such as e-mail. If a customer is engaged in non-academic research activity, the individual may be asked to give up the use of the computer to another user. Users are not to engage in any game playing or CHAT (IRC). Also, users are not to engage in activities that might reasonably be considered offensive or abusive (e.g., visiting a pornography web site). It is unlawful and users are expressly forbidden to copy library-owned commercial or copyrighted software. Users attempting to circumvent this legality will be reported to the appropriate authorities. Under no circumstances should a user attempt to loan or run any additional software on one of the library computers, or in any way change or attempt to bypass the desktop configuration as established. Only currently enrolled students who have paid the information technology fee will be provided free computer-printed pages. Students must present an active ID to pick up free pages. All others will be charged 10 cents per page.

### **Non-Discrimination Policy**

It is the policy of Lake Superior State University that no person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment, or in any program or activity for which the University is responsible on the basis of race, color, national origin or ancestry, sex, age, disability, sexual preference, religion, height, weight, marital status or veteran status. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Applicants for admission, employment, employees, public and ADA concerns, and students

Director of Human Resources  
Administration Building  
Lake Superior State University  
Sault Ste. Marie, MI 49783  
906-635-2697

Grievance Procedure: The director of Human Resources is the designated grievance officer for students, applicants for admission, employees, applicants for employment and the public community.

The University encourages individuals to promptly report instances of discrimination and discriminatory harassment. Once the University has been informed of such behavior, it will take timely and appropriate steps to investigate the problem. At any step of the grievance process, time schedules as outlined in the procedure may be outlined in writing. Individuals may discuss concerns they have regarding possible discrimination or harassment with the grievance officer and learn what options are available.

The University not only prohibits discrimination, including harassment, but also strictly prohibits any retaliation against any individual who in good faith has registered a complaint under this procedure. Any supervisor, agent or employee of the University who, after investigation, has been determined to have retaliated against any individual for using the complaint procedure in this policy will be subject to appropriate discipline up to and including immediate discharge. If an employee or student believes he or she has been retaliated against for exercising his or her rights under this policy, this complaint procedure should be used.

All matters discussed in this process will be kept as confidential as possible.

Individuals have the right under the law to seek remedies from the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights, Department of Education or by court action. Individuals may file complaints of illegal discrimination on the basis of gender (Title IX) or disability (Section 504 ADA) with the Office for Civil Rights, Department of Education, at the same time a grievance is filed under the University's procedure, during or after the use of the grievance process, or without using the grievance process at all. A Title IX, Section 504, or ADA complaint must be filed in writing with the Office for Civil Rights no later than 180 days after the occurrence of the possible discrimination. This is the process to investigate and resolve complaints alleging discrimination:

**Step 1: Informal Complaint:** If you have a discrimination or harassment complaint as outlined above, you may contact the grievance officer in person. He or she will speak with you and try to resolve the matter on an informal basis. Any information will be kept confidential to the extent possible.

**Step 2: Formal Complaint:** If the problem cannot be resolved at Step 1 within five (5) working days from the date you first contacted the grievance officer, you (the complainant) may submit a written complaint on a form provided by the grievance officer. He or she will help you complete the form if you wish.

Within five (5) working days of receiving the written complaint, the grievance officer will send a Notice of Complaint, a copy of the complaint form, a response form and a copy of this procedure to the respondent. The respondent will submit a completed response within five (5) working days from the date he or she receives the complaint.

The grievance officer will conduct an investigation. The investigation should be completed within twenty (20) working days after receipt of the response. If the complaint is against the University

as the employer, the grievance officer will have 30 days from receipt of the written complaint to investigate the matter.

Within ten (10) working days of completion of the investigation, the grievance officer will give you a written Determination stating whether the allegations of the complaint are true and any remedial action recommended. At Step 2, information will be kept confidential to the extent possible.

**Step 3: Hearing:** If either the complainant or the respondent is dissatisfied with the grievance officer's determination, he or she may request that the matter be referred to the Hearing Panel for a hearing by submitting a form. The request for a hearing must be submitted in writing to the grievance office within five (5) working days after receipt of the determination.

The president will appoint a permanent Hearing Panel composed of three members including, if possible, at least one female and one minority member. The vice president for Business and Financial Operations will be the chairperson and will conduct the hearing. The grievance officer will send a Notice of Hearing and a copy of the Request for Hearing to the complainant, respondent (if any), and Hearing Panel, scheduling the hearing within fifteen (15) working days, unless the panel chairperson provides otherwise and so notifies those involved.

At the hearing the complainant and respondent will be allowed to give their own testimony, present the testimony of witnesses, documentary evidence or other evidence relevant to the proceedings, and cross-examine the other party's witnesses. The complainant and respondent may have an attorney or other advisor present. The grievance officer will present the findings of the investigation conducted at Step 2 and may present witnesses as appropriate. To ensure the privacy of those involved, witnesses (other than the complainant and respondent) will be allowed into the hearing room only during their testimony. At the chairperson's discretion, the hearing may be recorded.

Within fifteen (15) working days after completion of the hearing, the chairperson will issue the decision and recommended order of the Hearing Panel. The decision will be mailed to the complainant and respondent with a copy to the grievance officer. The chairperson will implement any action recommended by the panel.

**Step 4: Appeal:** The decision of the Hearing Panel will be final and binding. If the grievants wish to pursue the matter further, they may file with the outside agencies listed earlier in this procedure.

Section 5.02 of the by-laws of the Board of Trustees, approved July 24, 1989, will not be invoked for grievances submitted for settlement under this procedure.

## **Parking**

You need to register your vehicle each year you are enrolled. To register, you need to pay a registration fee and present your valid driver's license. You'll receive a sticker for your vehicle; you can then park in designated areas only. Security enforces parking and driving ordinances and you may be assessed fines or have your on-campus driving privileges revoked if you do not comply. Disputes regarding parking citations should be brought to the Parking Committee. If you need to make special parking arrangements for health or personal reasons, you can do that at the Security Office in the Administration Building. Parking and driving violations are also civil infractions that may be referred to the 91st District Court.

## **Parking Ban**

The city of Sault Ste. Marie requires that all vehicles are removed from city streets, alleys, and parking lots between 3 a.m. and 6 a.m. from December 1 through April 1 to allow for snow removal. This includes Meridian Avenue (adjacent to the Norris Center). The Sault Area Police Department will ticket vehicles violating this policy.

## **Payment Information (Tuition, Fees, and Housing)**

Payment Plans: Lake Superior State University offers three primary options for paying your total semester charges: traditional full payment, monthly payment plan, and credit card.

**Traditional Full Payment Option:** If you select this option you will need to pay the full amount of your total charges for the semester by the due date listed on the invoice.

**Monthly Payment Plan Option:** The University offers a monthly payment plan for tuition, room and board, and other fees. The plan will consist of a \$60 service fee for the year (\$30 per semester). After a contract is signed with the University, your charges will be divided into a maximum of 8 equal payments for the year (4 per semester) with the first payment due in August. To request a monthly payment form or to request further information on this option, call 1-888-800-5778, ext. 2276 or (906)635-2276.

**Credit Card Option:** You may pay your balance due by credit card. Visa, MasterCard, and Discover are accepted.

**Penalties:** If you do not make your payment by the due date, you will be charged a \$25 late penalty fee and your classes may be subject to cancellation. For each month thereafter, you will be charged an additional \$25 late fee for any outstanding balance and a hold will be placed on your student account until the full payment is made. The hold will not allow you to register for classes for the following semester or receive a copy of your University transcript. If your balance is still outstanding by the third billing, your account will be turned over to collections. Failure to receive an invoice is not a basis for non-payment. The Business Office staff is available to work with students who have special financial needs. You may visit the Business Office in the Fletcher Center or call (906)635-2276.

### **Posting Policy**

The University encourages the promotion of activities and opportunities. This policy is designed to encourage posting consistency throughout campus while alleviating damage and inappropriate promotion. All postings must first be approved by the Student Life Department, located in the Cisler Center. Postings must bear the most recent stamp of approval. Postings can only be placed in designated areas. Legitimate posting areas will be indicated as such. Postings cannot be attached to walls, doors, ceilings, windows or University staff boards, nor are they to be slid under doors or placed on vehicles without the prior written permission of the Department of Student Life. Postings deemed offensive, sexist, vulgar, discriminatory or suggestive will not be approved. Failure to comply with this policy will result in the removal and disposal of the postings in addition to possible future posting denial and/or disciplinary sanctioning of the individual(s) involved. Please contact ext. 2236 with any questions.

### **Records**

You need to give honest and complete replies to all of the information requested in the University's application, financial aid forms, and other documents. Your registration can be cancelled if the information you give on these forms is not correct and complete. Forgery or other alteration of any University document or record can result in separation from the University.

### **Sexual Harassment**

The University is committed to a policy of nondiscrimination on the basis of gender. Discrimination because of gender includes sexual harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. submission to such conduct or communication is made a condition either explicitly or implicitly to obtain employment, public accommodations or public services, education or housing;
2. submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's employment, public accommodations or public services, education or housing; or
3. such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education or housing environment.

The University is committed to the protection of the rights of all individuals in the University community and to the elimination of barriers that would prevent individuals from realizing their highest potential of human excellence. Sexual harassment is a particularly noxious form of

discrimination that interferes with these goals and commitments, and is difficult to combat due to the intimidation and destruction of the self-esteem of its victims.

If you believe that you are being sexually harassed, please contact the director of Human Resources at ext. 2697.

### **Sexual Misconduct**

Lake Superior State University considers sexual assault to be an extremely serious offense, one not only traumatic to its victim, but damaging to the entire campus community and the educational process that is its purpose. Students found guilty of sexual assault, either in the courts or in the University's student judicial system, will be subject to penalties up to and including expulsion. The following policy statement defines sexual assault, indicates the procedures that sexual assault victims should follow, and describes the disciplinary process that will be followed when sexual assault complaints involve Lake Superior State students.

Definition of Sexual Assault: Sexual assault is defined as any sexual contact without consent. It includes, but is not limited to, (1) any unwanted touching or forced touching of a person's genitals, breasts, thighs or buttocks; (2) sexual intercourse or attempted sexual intercourse; (3) sodomy (oral or anal intercourse); (4) sexual penetration with an object. Consent for any of the above acts must be specific and must be freely given. An act will be considered without consent if force, threats or intimidation are used or if the victim is under the influence of alcohol or other drugs.

### **Sexual Assault Procedures**

Victims of sexual assault should immediately contact both the Sault Ste. Marie Police Department and the University Security Office, or when appropriate, a resident assistant or area coordinator. These individuals will assist the victim in filing a complaint and in seeking medical treatment at either War Memorial Hospital or the Health CARE Center. To protect potentially important physical evidence, victims should not shower or bathe, brush their teeth or change clothing before seeking medical attention. If possible, victims should not disturb or change the scene of an assault until it can be examined by law enforcement officials. Emergency contraception is available at the Health CARE Center if care is sought within 72 hours of sexual intercourse.

Sexual assault is a crime, and Lake Superior State University believes that those who commit sexual assault must answer fully both to the law enforcement agencies and to the University community. However, filing formal charges, whether with the legal system or the University's discipline system, is a personal decision that must be made by the victim. University personnel will support the victim in filing charges with the police or with campus authorities and will give information about the rights and remedies generally accorded to crime victims. Information on the victim's options under state and federal law regarding mandatory testing of suspects for communicable diseases will also be made available. At no time will a victim be pressured not to report or to under-report an assault for any reason, including but not limited to possible or alleged contributory negligence on the part of the victim or the risk of unwanted publicity for the University. At all times in this process, the welfare of the victim and the preservation of the rights of everyone involved is to be considered paramount to the University. The victim is free to pursue all legal or disciplinary remedies or counseling services without academic penalty. If the victim chooses to file criminal charges, University personnel will cooperate fully and promptly with law enforcement authorities in obtaining evidence. Conversely, victims who do not choose to file charges will also receive all available counseling and support from University personnel and will not be pressured to file charges for any reason.

The University counseling staff has been designated to coordinate services for sexual assault victims. A counselor will be notified by campus security officials when a sexual assault complaint is filed with that office. They will coordinate on-campus counseling services, will facilitate referrals to other community mental health agencies, and will assist victims in making alternative housing or academic arrangements when desired.

### **Sharps Disposal**

For safety, anyone who uses needles, for any reason, is asked to obtain a sharps container from

the Health CARE Center. When full, or on a timely basis, they can be returned to the Health CARE Center for disposal and a new container obtained. Individuals who are not eligible for the "student health care plan" will be assessed a fee for the service.

### **Skateboard Policy**

All skateboarders shall keep all 4 wheels on the pavement at all times. All stunts or acrobatics are prohibited due to the potential for injury and property damage.

Enforcement will include one warning to campus residents. Any additional incidents will result in immediate confiscation of the skateboard. Skateboards will be returned to owner after appearing before the University adjudication committee. Non-residents will receive two verbal warnings followed by confiscation of boards after any additional incidents. Boards will be returned to the parent/guardian of the violator.

### **Theft**

Everyone is expected to show respect for University and individual property. Theft of any kind, whether of money, property, or services, violates the entire community and will not be tolerated. Destruction or mutilation of books, magazines, or other library material is considered a form of theft. Theft of, damage to, or destruction of the property of others is considered a serious offense against the University community and will result in the separation of the student from the University.

### **Tobacco Use**

In the interest of providing a safe and healthy environment, and in accordance with the Michigan Clean Indoor Air Act of 1986 and subsequent amendments, smoking and tobacco use are prohibited in any public building throughout the campus. Smoking and tobacco use are also prohibited within 20 feet of a University facility.

### **Treatment of Others**

Everyone is expected to treat other members of the University community, whether students, faculty, or staff, with respect and consideration at all times. Lake Superior State University and its Board of Trustees subscribe to the principles of equal opportunity and non-discrimination, and comply with all applicable federal and state laws and regulations prohibiting discrimination, including harassment. The University is committed to the protection of the rights of all individuals within the University community, the equal and fair treatment of all individuals, and to the elimination of barriers that would prevent individuals from reaching their highest potential. It is the responsibility of all students, employees, and other members of the University community to uphold this commitment in the daily activities of University life.

Any acts that infringe on others' rights and safety, including but not limited to, physical or verbal abuse, sexual misconduct, or acts of discrimination, prejudice, or harassment, will result in disciplinary action by the University. Acts that threaten or endanger the health or safety of anyone on the University campus or at University related activities will also be subject to disciplinary action.

### **Student Code of Conduct**

Scope of Coverage: Lake Superior State University strives to preserve for all of its students an environment that is conducive to academic pursuit and social development. It is essential that the needs of others be respected by all members of the University community. Behavior which violates these values is considered disruptive and is subject to disciplinary action.

Policies are applicable to all students, whether enrolled for credit or non-credit, while on the premises and at University-sponsored or University-related events off-campus.

Definition/Examples of Disruptive Behavior: Disruptive behavior includes, but is not limited to the following:

1. Theft of property, intentional destruction, damage or unauthorized possession / use

- of University property or of the property of any member of the college community.
2. Abuse, disrespect, noise or other actions that disrupt the educational enterprise and campus environment.
  3. Unauthorized entry into or unauthorized use or misuse of any room, building, structure or facility.
  4. Threatening or inflicting physical or psychological violence to the person or property of any member of the campus community, their family, or campus visitors.
  5. Distribution, sale, use, or possession of alcoholic beverages other than as specified in the policy for use of alcohol.
  6. Unauthorized possession or use of explosives, dangerous chemicals, or weapons on campus property or at a University function.
  7. Harassment, stalking, hazing, or initiation / induction rites.
  8. Possession or distribution or sale of any drugs or controlled substances having potential for abuse, except as authorized by law.
  9. Failure to comply with the directions of University officials or designated agents in the performance of their duties.
  10. Abuse of or tampering with fire alarm systems, fire emergency equipment, or any emergency equipment.
  11. Failure to comply with LSSU policies as stated in the Campus Planner & Handbook and other official bulletins.

### **Disciplinary Procedures**

The Judicial Process: The steps followed at Lake Superior State University to resolve formal disciplinary matters are called the judicial process. This process exists to assure that basic due process is granted to all students of our community who find themselves in conflict with the community's standards. All such conflicts are resolved by members of the Lake Superior State University community in a system which, though avoiding the formalities and complexities of a legal process, nevertheless aim to respect the dignity of the individual as well as personal and community rights. With heavy reliance on the honesty of all participants, it is assumed that reasonable people, properly informed, can and will make judgments in the best interest of the University community.

The following judicial structures and procedures have been set in place and are to be considered binding on all parties:

The formal responsibility for discipline rests with the Housing and Residential Life Department. All possible disciplinary matters begin with a complaint filed by a member of the Residential Life staff (Director, Area Coordinator, Resident Assistant) or by any member of the University community. Each complaint is reviewed and, if formal disciplinary action seems called for, then the student or group alleged to have violated University policy is notified by a staff member that the matter is being referred to an appropriate judicial body or hearing agent.

Hearings and Adjudications: The Student Judicial Committee will have primary authority for all cases involving infractions of policy by students on the LSSU campus. During those times when the Student Judicial Committee does not function, all cases will be heard by the Director of Housing and Residential Life or a designated official with appeals going to the appropriate administrator.

The Student Judicial Committee: This body will be established at the end of each academic year for the subsequent year. Membership will be composed of up to ten students at large whom have a vested interest in the judicial system at Lake Superior State University.

Rights and Responsibilities of Students Subject to Disciplinary Hearings: Regardless of whether a student or group has the disciplinary issue heard by a staff member acting as a hearing agent or by either Judicial Committee, they are assured the following rights:

1. Student(s) shall be presented the charges brought against him/her/them in writing at least twenty-four hours before the hearing is scheduled. Any such notice shall also state that if the student fails to appear without just cause, the hearing shall be heard in his/her/their absence.

2. The student shall be entitled to a hearing by an impartial hearing agent.
3. The student shall be entitled to be present at the hearing during the presentation of any matter on which a decision may be based.
4. The student shall be entitled to present his or her case through statements, questions, witnesses, and other forms of evidence.
5. The decision of the hearing agent shall be made only on the basis of matters presented at the hearing.
6. If the student's continued presence on campus is viewed as disruptive or dangerous, the Director of Housing and Residential Life and/or the Vice President for Student Affairs may ask the student to leave the University Campus during the period of time that the hearing/appeal is being processed.
7. The student shall have the right to appeal the decision of the hearing agent.
8. All disciplinary hearings are closed to the public. Persons in attendance at closed hearings shall be limited to (a) the hearing agent or members of the Judicial Committee, (b) the student and (c) witnesses. Witnesses may be asked to leave after their statements have been received.
9. If a student or group of students is asked to appear before a judicial hearing agent and, if he/she/they fail to appear for the hearing or investigation without just cause, this will be considered a violation of University policy and such students will be subject to further disciplinary action.

*Standards of Proof:*

The Judicial Process places a strong emphasis and is dependant upon the candor and honesty of all parties involved. In most hearings strong, clear evidence and testimony is presented to indicate the student's level of involvement and guilt in the case. Sometimes, however, testimony is ambiguous or conflicting. As in a court of law, a student is innocent until proven otherwise; however, unlike a court, the standard of proof is less stringent and is known as a 'preponderance of evidence'.

Sanctions: The Board of Trustees authorizes the sanctions set forth below for any violation of University policy. More than one sanction may be imposed. In addition, the student or student organization may also be subject to the penalties related to the violation of any federal, state or local law.

When determining sanctions the Student Judicial Committee will take into consideration the following:

- The seriousness of the offense
- The intent of the student
- The actual consequences of the behavior
- The needs of the community and individual(s) involved
- The attitude of the student involved
- The student's past record

The following sanctions may be applied to incidents of disruptive behavior:

1. Formal reprimand - a formal notice that the law or this policy has been violated and that future violations will be dealt with more severely.
2. Fines - Fines may be assessed for certain infractions. The amount of the fine will be determined by the severity of the violation. In cases involving theft, damage or destruction of property, appropriate disciplinary action will include payment of restitution and/or service.
3. Service - performance of one or more tasks designed to benefit the community and help the student or student organization understand why such behavior was inappropriate.
4. Educational Project - completion of a project specifically designed to help the student or student organization understand why the behavior was inappropriate.
5. Referral to Counseling Services or Classes - A student may be directed to meet with the Counseling Center and/or attend an informative class relative to a disciplinary issue.
6. Restriction from Employment at the University - prohibition or limitation of University

- employment.
7. University Housing Transfer or Removal - placement in another room or housing unit or removal from University housing
  8. Disciplinary Probation/Last Chance Clause – The student is notified in writing that any further violation of rules may result in immediate suspension or dismissal without an opportunity of appeal. Probation may carry with it withdrawal of certain student privileges.
  9. Suspension/Expulsion – Suspension is an action taken by the University, which prohibits participation in any activity of the institution for a fixed period of time. The student will be required to leave campus and not be permitted to return until the time of the suspension has elapsed. Expulsion is a permanent forced withdrawal from the University. In both situations, if the action requires or results in academic withdrawal, the student will lose credit for subjects carried that semester. Fees and tuition will be forfeited according to the normal withdrawal policy.

The University may also implement the provisions of Public Act No. 26 of 1970 which provides that it is a misdemeanor, punishable by fine and/or incarceration in the county jail when a person: violates a University rule and such person fails to vacate the premises when directed by the University and such person constitutes a clear and substantial risk of physical harm or injury to other persons, or an unlawful disruption of the functions of the University by remaining by use of force or by threat of force; or enters the institution's premises or structures with the intent to, and does in fact, constitute a clear and substantial risk of physical harm or injury to others or of damage or destruction of University property, or prevents or disrupts the customary and lawful function of the University by occupying institutional space by force or the threat of force.

The Appeals Process: Appeals of disciplinary decisions are reviewed only if they are submitted in writing. Three types of appeals are possible: (1) appeals seeking a review of the procedures, (2) appeals seeking a review of penalties or 3) appeals based on new evidence not presented at original hearing. All appeals must:

1. Be submitted to the Director of Housing & Residential Life no later than 48 hours after the student(s) or group has been notified of a decision.
2. Specify whether the appeal is seeking a review of procedures and/or the severity of the penalty or presenting new evidence.
3. Provide the necessary detailed information to support a position.

The appropriate disciplinary appeal agent may, based upon a thorough review: (1) confirm the original decision; (2) return the case to the original judicial officer or hearing board for a new hearing; or (3) change the sanction(s) and/or the condition(s) originally imposed.

Disciplinary Records: Disciplinary records are kept in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Thus, disciplinary actions are recorded on the student's "personal record" and are not placed on the student's transcript. These disciplinary records are retained for a period of one academic year after the student graduates or after the student withdraws from the University. After such time all disciplinary records are destroyed. At all times, these personal records are confidential and are not available to outside investigation agencies unless permission has been granted in writing by the student whose record has been requested or when records are subpoenaed by a court of law.

### **Parental/Guardian Notification**

LSSU reserves the right to inform a student's parent/guardian of information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or a controlled substance if the student is under the age of 21.