

EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA



2018–2019 Student Handbook



**EAST
STROUDSBURG
UNIVERSITY**

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A MEMBER OF THE PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

2018–2019 Student Handbook



200 Prospect Street
East Stroudsburg, PA 18301-2999

www.esu.edu

A Member of the Pennsylvania State System of Higher Education

The provisions of this handbook are not intended to create any substantive rights beyond those created by the laws and constitutions of the United States and the Commonwealth of Pennsylvania, and are not intended, in and of themselves, to create any cause of action against the Pennsylvania State System of Higher Education, the Board of Governors, the Chancellor, an individual president or university, or any other officer, agency, agent or employer of the Pennsylvania State System of Higher Education.

East Stroudsburg University of Pennsylvania is committed to equal opportunity for its students, employees and applicants. The university is committed to providing equal educational and employment rights to all persons without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity or veteran's status. Each member of the university community has a right to study and work in an environment free from any form of racial, ethnic, and sexual discrimination including sexual harassment, sexual violence and sexual assault. (Further information, including contact information, can be found on the university's website at esu.edu/titleix.)

In accordance with federal and state laws, the university will not tolerate discrimination. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991 as well as all applicable federal and state executive orders.



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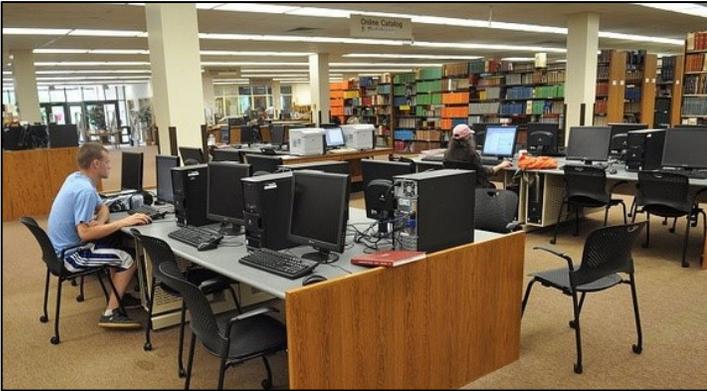
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LIBRARY INFORMATION

About Kemp Library

esu.edu/library | 570-422-3465

Kemp Library is on the corner of Smith and Normal streets. The university library is 94,000 square feet and provides seating for 770 patrons, houses more than 470,000 volumes, 1.4 million microforms, and more than 90,000 state and federal documents.



In addition to these resources, the library's online catalog and electronic databases are available through the library website esu.edu/library and may be accessed on and off-campus. The PCs and Macs located in Kemp Library have the same software as those located on most computer lab PCs on campus. Laptops with the same software may be borrowed for use in the library building. The library staff includes a dean, an administrative assistant, faculty librarians, support staff positions, and a large cohort of student workers. The librarians are available most hours the building is open to provide help with your research needs.

Public service activities provided to students include circulation of materials, Library orientations, reference services, electronic reserves, EZ-Borrow, interlibrary loan, a depository for federal and state government documents, and a Curriculum Materials Center to support the needs of our teacher candidates. Kemp Library is open 89 hours in a typical week during the fall and spring semesters.

Fall and Spring Semester Hours:

Monday through Thursday 7:30 a.m. – Midnight
 Friday 7:30 a.m. – 6 p.m.
 Saturday 10 a.m. – 6 p.m.
 Sunday 10 a.m. – midnight

Summer Session Hours:

Monday through Thursday 7:30 a.m. – midnight
 Friday 7:30 a.m. – 6 p.m.
 Saturday 10 a.m. – 6 p.m.
 Sunday 10 a.m. - midnight

Intersession and Break Hours*

Monday through Friday 9 a.m. – 4 p.m.
 Saturday and Sunday Closed

*These are times when classes are not in session. Librarians are unavailable to provide reference service during these periods.

Any variations from regular library hours are posted in the library, and may also be found on the library's website.

Borrowing Policies

The regular loan period for undergraduate students and courtesy borrowers is four weeks. Faculty, graduate students and university staff have a 15-week loan period.

Materials may be renewed once, as long as the items are not overdue, on hold, or recalled. Courtesy borrowers may not renew materials. Items may be renewed in person, by mail, or through PILOT, Kemp Library's online catalog. Requests for renewal by telephone will not be accepted. Patrons are responsible for checking with Circulation to assure that all materials have been renewed.

All students must present their student identification card to borrow any materials, including reserve items. All materials borrowed with your student ID are your responsibility. The library reserves the right to suspend borrowing to anyone abusing library privileges.

Fines, Fees and Other Charges

Regularly circulating items No charge**

** Items returned 28 days past the due date WILL incur a \$3 processing fee.

Overdue reserve items:

Two-hour reserves25 cents for each hour overdue
 Overnight, three-day and seven-day reserves \$1 per day per item*
 Overdue recalled materials\$1 per day*

*Fines for overdue RECALLED or RESERVE materials will not exceed \$15 per item. Replacement charges for damaged or lost materials are determined by the library. Holds on transcripts, grades, and registration will be placed on the student's records for failure to pay any fines/fees or for non-return of materials.

Book Theft and Mutilation

Students found guilty of stealing or damaging library property will be held to the disciplinary actions outlined in East Stroudsburg University's Student Code of Conduct. In addition, students found guilty of stealing or damaging library property will be subject to the following law passed by the General Assembly of the Commonwealth of Pennsylvania:

Section 1. Title 18, act of November 25, 1970 (P.L. 707, No. 230), known as the Pennsylvania Consolidated Statutes, is amended by adding a section to read:

§ 3929. I. Library theft.

(a) *Offense defined — A person is guilty of library theft if he willfully conceals on his person or among his belongings any library or museum material while still on the premises of a library or willfully and without authority removes any library or museum material from a library with the intention of converting such material to his own use.*

(b) (1) *Library theft constitutes a:*

(i) *Summary offense when the offense is a first offense and the value of the material is less than \$150.*

(ii) *Misdemeanor of the second degree when the offense is a second offense and the value of the material is less than \$150.*

(iii) *Misdemeanor of the first degree when the offense is a first or second offense and the value of the material is \$150 or*

more.

(iv) *Felony of the third degree when the offense is a third or subsequent offense, regardless of the value of the material*

(2) *Amounts involved in library thefts committed pursuant to one scheme or course of conduct, whether from the same library or several libraries, may be aggregated in determining the grade of the offense.*

(c) *Presumption — a person who willfully conceals any library or museum material on his person or among his belongings while still on the premises of the library or in the immediate vicinity thereof shall be prima facie presumed to have concealed the library or museum material with the intention of converting such material to his own use.*

General Information

Copiers for both paper and microform materials are available on a self-service basis. Copies may be paid for using coin or e-cards. There is a change machine and an e-Card “Add Value” station available in the library.

Patrons are asked NOT to re-shelve materials. Please return materials you have not checked out to black shelves located throughout the stacks. Other materials, such as microforms, periodicals and government documents should be returned to carts or marked areas.

Smoking is not permitted in the library.

Any minor children brought into the library must be under the direct supervision of a parent or guardian at all times.

The library café is open during library hours. Please exercise care when transporting food and beverages in the library. Avoid spills and littering.

A library instructional lab is available for teaching library sessions. There is a general purpose lab on the ground level of the library that is available whenever the library is open. This facility may be occasionally scheduled for instructional services, if needed.

UNIVERSITY SERVICES

Academic Enrichment & Learning

esu.edu/academicenrichment | 570-422-3507

The Department of Academic Enrichment & Learning (DAEL) consists of many programs and services designed to assist students in becoming academically successful.

DAEL provides the following programs: Academic Advising for Exploratory Studies / Undeclared Students; ACHIEVE (Academic Jeopardy); The Learning Center (TLC); Students in Transition to Academic Realization (STAR); and the University-wide Tutorial Program.

Specific information on each program is listed below:

Academic Advising for Undeclared Students

570-422-3060

Students who are undecided about a major will receive academic advisement from a DAEL faculty member. A professor or academic

success coach will assist students in developing an academic and career plan, course scheduling, and academic skills development. First year, undeclared students should enroll in FYE 100: First Year Experience. This course is designed to help first year students adjust to academic life and expectations and improve study skills.

Advising Warrior Success Students

570-422-3492



When students are placed on academic warning or probation, they will be contacted by a faculty advisor from the Department of Academic Enrichment & Learning to schedule an appointment. The professor or academic success coach will assist the student in developing a plan for addressing deficiencies and returning to academic good standing. The advisor or academic support coach will meet with the students to discuss learning strategies and study techniques, and to offer referrals to other services, such as meeting with the student’s classroom instructor or advisor, tutoring, or the BALANCE workshops.

Students who are in academic difficulty should make an appointment with the advisor as soon as they know they have been placed on warning or probation, by calling 570-422-3161.

EARLY START Summer Session

570-422-3508

Early Start is a six-week, **mandatory** summer session that provides students with quality academic support, and the opportunity to develop skills and strategies necessary for academic success at East Stroudsburg University. Early Start targets incoming first-year ESU students by intentional academic intervention that includes academic advising, social and personal integration, career exploration, tutoring, and special program activities. The curriculum is designed to fully engage students in gaining learning competencies through curricular and co-curricular experiences, ultimately producing active and lifelong learners. Early Start will assist in enhancing students’ academic potential for persistence and graduation from East Stroudsburg University. Upon successful completion of Early Start, students will earn seven academic credit hours toward graduation, and enter the fall semester with the academic skills to continue their academic success.

Students in Transition to Academic Realization (STAR)

570-422-3508 | Academic Success Coach, 570-422-3472

The STAR program is an academic success program at ESU that provides comprehensive support services to first and second year

students. The mission of the STAR Program is to assist in the academic transition for students with targeted intervention through academic, social, and personal counseling and advising, career exploration, tutoring, and program activities that enhance their academic potential.

The STAR Program provides access to a variety of services that have been shown to assist students in achieving academic success and graduation from college.

The Learning Center (TLC)

570-422-3507 | 22 Rosenkrans East

The Learning Center, located in Rosenkrans East, provides academic supportive services to the entire ESU community and houses the University-Wide Tutorial Program and a computer lab

Learning Center hours:

Monday - Friday 8 a.m. to 4:30 p.m.

Note: Hours above are for tutoring, studying, and computer use.

University-Wide Tutorial Program (UWTP)

570-422-3433

The University-Wide Tutorial Program offers individual and small group tutoring in most 100- and 200-level undergraduate courses. Students may request tutors in one or more courses by completing the appropriate tutor request forms that are available online at esu.edu/academicenrichment.

In addition to individual and small group tutoring, drop-in tutoring labs may be offered in a variety of high demand subject areas such as math, economics, history, and chemistry. These drop-in labs require no scheduled appointments. Supplemental Instruction (SI), and Structured Learning Assistance (SLA) are also offered in conjunction with specific courses.

Alumni Association

The Alumni Association serves the university's more than 40,000 alumni and promotes their continued involvement with ESU. Some of the many contributions alumni have made to the University include the Hoeffner Science and Technology Center, the Ahnert Alumni Center, chimes for the Stroud Hall tower, the World War II memorial statue, "Julia," signs to identify campus buildings, student scholarships, landscaping, the Senior Walk, DeNike Center for Human Services restorations, and the indoor track.

The purpose of the Alumni Association is to promote the general interest and welfare of East Stroudsburg University throughout the United States and across the world, to advance the professional interests of its members, and to foster a closer relationship among its members and with other educational institutions.

The Ahnert Alumni Center is just north of Kemp Library on Smith Street. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday.

Athletic Training/Sports Medicine Clinic

570-422-3642

This treatment facility is located on the second floor of Koehler Fieldhouse. The operation is supervised by the certified athletic trainers and is intended for the evaluation and treatment of intercollegiate student athletes.

Campus Rec & Wellness

esu.edu/therec | 570-422-2970



The mission of ESU's Campus Rec & Wellness is to provide to the University community a safe, rewarding and educational environment designed to promote holistic lifestyles through physical fitness activity, formal and informal competition, leadership development, academic partnerships and opportunities for professional, social and career growth. Guided by Core Values, innovative and diverse programming, and state of the art facilities, the department's spirited and committed staff pride themselves in fostering an atmosphere of empowerment that leads to the healthy development of the whole person. Campus Rec & Wellness offers comprehensive programs that include group fitness, special events, personal training, wellness, leagues and club sports. Campus Rec & Wellness employs more than 75 students who are directly responsible for the operation of each of these programs and the facility. The 58,000- square-foot Mattioli Recreation Center offers a four court arena for basketball, volleyball, and tennis; a fitness center that includes cardiovascular, free-weight, and selectorized equipment; a multipurpose studio for group fitness, dance, and other exercise programs; an alternative fitness area featuring a Jacobs Ladder and Queenax Training Rack; racquetball courts; an elevated track; indoor and outdoor equipment check-out; a boxing zone featuring a heavy bag and speed bag; and locker and shower room facilities. ESU students have automatic access to the facilities without additional cost. Student membership is included in the tuition and fees. Students must present their eCards to access the facilities. Students only have access to the recreation centers in the semesters that they are enrolled. Students may sponsor one guest (over the age of 18) per day for a \$5 charge.

Mattioli Recreation Center hours:

Monday-Thursday..... 10 a.m. – Midnight
Friday-Sunday 10 a.m. – 9 p.m.

Group fitness program – This is designed for individuals who are looking for an organized work out. The schedule offers 25- 28 weekly fitness classes that include kickboxing, abs, yoga, step, Pilates, and other aerobic activities. All of the classes are free, and access is granted on a first-come, first-served basis. Classes are led by ESU student instructors who have qualified to teach.

Special events are designed for students to enjoy unique programs in a fun and social setting. Many of the special events are one-night tournaments and educational events that expose students to new

and exciting sports, recreational opportunities and healthy lifestyles. Some of the programs include racquetball, Late Nite at the Rec, wallyball, tennis, badminton, NIRSA Rec Day, the Rec-Ex 5k and One Mile Fun Run , to name a few.

Personal training — Qualified fitness staff members help clients identify, prioritize and achieve their health and fitness goals, improve their lifestyle, and enhance their quality of life. A range of personal fitness services is offered at a nominal fee.

Wellness: The Wellness Program focuses on the campus community Wellbeing. Student Ambassadors will offer workshops and presentations on wellness topics such as fitness, healthy eating, stress management and self-care. This program will assist the campus community in discovering the value of Wellbeing and techniques to practice those values as individuals, organizations and community.

Campus Rec & Wellness Leagues offer students the ability to form teams and play sports in a seasonal format. The entire program is voluntary for those who are not regular members of varsity or junior varsity squads, and do not require the intensified training nor high degree of skill necessary for intercollegiate athletics. Sports offered during the year include flag football, soccer, volleyball, dodge ball, softball, basketball, and wallyball, to name a few. Opportunities for participation are available in men's, women's and coed leagues.

Hawthorn Suites Fitness Center ("Rec B") – The fitness center located in the lower level of Hawthorn Suites was completed in February 2012 and is open to all enrolled ESU students.

Rec B Fitness Center hours:

Monday - Friday..... 6 a.m. – 9 p.m.
 Saturday..... Closed
 Sunday 6 – 9 p.m.

For more information on programs, services, policies, and procedures, please visit the Campus Rec & Wellness website.

Campus Shuttle Bus Services

warriorshuttle.esu.edu | 570-422-3630

In order to meet student's transportation needs, the University has contracted shuttle service through Easton Coach. There are three Warrior Shuttles (red, black and silver) that run throughout the day while classes are in session and one late night shuttle that runs Thursday through Saturday from 8:30 p.m. to 2:30 a.m. By utilizing the ESU mobile app (which may be downloaded from Google Play or the iOS App Store), you may track the shuttle locations, arrival/departure times, and each route's respective stops. To use the shuttle, students need only to present a valid ESU eCard/ID.

Black Shuttle:

- Monday – Friday with the last run back to University Ridge at 10:30 p.m.
- Runs approximately every 20 minutes
- Begins at 7:20 a.m. at University Ridge, KFH (Koehler Fieldhouse), FMC (Facilities Management Complex), Zimbar, Recreation Center, then back to University Ridge with stops at the Innovation Center upon rider request (call 570-422-3064) and stops at Fine Arts and Gwendolyn St after 4:00 p.m.

Red Shuttle:

- Monday – Thursday the last run back to University Ridge is 2:30 p.m.
- Friday the last run back to the University Ridge is 2:00 p.m.
- Runs approximately every 20 minutes
- Begins at 7:20 a.m. at University Ridge, Sci-Tech (Ransberry Ave), Lot R26 (University Apts), Fine Arts, Gwendolyn St, then back to University Ridge

Express Silver Shuttle:

- Monday – Thursday the last run from University Ridge is 3:30 p.m.
- Friday the last run from University Ridge is 2:30 p.m.
- Runs approximately every 15 minutes
- Begins at 7:30 a.m. at University Ridge, FMC (Facilities Management Complex), then back to University Ridge

Late Night Silver Shuttle:

- Thursday – Saturday 8:30 p.m. – 2:30 a.m.
- Begins at the University Ridge, Gwendolyn St, Normal Street at Hemlock Suites, Washington St East Stroudsburg Borough, Walmart (last pick-up at 12:15 a.m. going to campus), 7th & Main Stroudsburg Borough at public bus stop (last pick-up at 2:15 a.m. going back to campus)

Career and Workforce Development

esu.edu/careerdevelopment | 570-422-3219

The Office of Career and Workforce Development offers students and alumni a supportive environment designed to assist students with navigating their Career Development Plan from day one. The Career Development Center staff provides career counseling services, professional development workshops, access to internships, job shadowing experiences, graduate school guidance and industry specific certifications. The staff is prepared to provide students with the necessary skills and qualifications needed to obtain a career in the industry of their choice.

In addition, the staff works closely with business and industry professionals to stay abreast of employer expectations. This ensures the transfer of timely information, resources and tools to support Career Ready Students capable of adapting to unpredictable changes in the workplace. The staff work closely with faculty across all colleges to provide engaging career and internship fairs, entrepreneurial initiatives and tailored Career Development presentations inside and outside of the class.

The Office of Career and Workforce Development also houses the Professional Testing Center, where students and the grater community can access Pearson-VUE, ETS-Praxis, Accuplacer and CLEP exams and obtain industry specific credentials to gain entry and or enhance their workplace qualifications. Please visit our website at <http://www.esu.edu/careerdevelopment>. The Career Development Center is located on the 2nd floor of University Center.

Commuter Student Services

570-422-3384

Commuting students make up the predominant population on our university campus. ESU addresses the needs of our commuter

student population through various academic and student services for commuters. For more information please visit www.esu.edu/commuter

Commuter Council

Commuter Council is a student organization which mobilizes efforts to engage the Warrior commuter student population and advocate for services and resources. They meet once a week, host monthly events, and are active in different initiatives on campus. For more information, please email commuter@esu.edu

Off-Campus Housing List

570-422-3191

The Office of Residence Life and Housing provides interested students with a list of off-campus housing opportunities. This list contains apartment and room rental availability throughout the surrounding area along with a brief description of each unit including information on rental charge and utilities. The University does not inspect the rooms/units listed, and the University does not represent the landlord nor tenant. They act only as a clearinghouse for this information.

Transportation Options

Commuter students have various transportation options at ESU. Students must register their personal vehicles with University Police to receive a parking tag. This tag enables the student to park in designated parking areas for commuters.

Other options for travel to and from campus include the following:

Local Bus Service | Monroe County Transit Authority

<http://www.gomcta.com> | 570-839-6282

Whether taking the bus for shopping or commuting, the Monroe County Transit Authority (MCTA) is your public transportation provider for Monroe County.

Convenient access is available at Smith and Normal streets (by Kemp Library). MCTA (a.k.a. the Pocono Pony) has stops throughout the county. Popular destinations include shopping, restaurants and recreation areas.

Interactive route information, using addresses or points of interest, may be found using Google Maps or on the MCTA website. Students with valid ESU ID qualify for a reduced fare. Route maps and schedules may be found at the University Police office.

Ride Sharing

Ride sharing is a great way to lower the expense of commuting to campus. Commuters are encouraged to ride with others from their area. When possible, students are encouraged to ride a bicycle or walk to campus as well.

Commuter Lounge

570-422-3291

The Commuter Lounge is located on the first floor of the University Center and is equipped with a television, microwave and plenty of study and lounge space.

Free lockers are also located in the lounge, but you must register with the University Center Information Desk where assignments are made. The lounge is also a place to find information about campus events and activities.

Event Planning and University Calendar

www.esu.edu/conferenceservices | 570-422-3061

The Office of Conference Services is available to assist you in planning your university events and meetings. Students are encouraged to contact the office to reserve facilities www.esu.edu/vems and to advertise events on the university calendar www.esu.edu/events.

The staff is committed to ensuring that every event is successful. There are many spaces available on campus to host events: classrooms, multipurpose spaces and conference rooms to name a few. Please contact the office at 570-422-3061 or email (conferences@esu.edu). Office Hours: Monday – Friday, 8 a.m. to 4:30 p.m.

Dining Services

esu.campusdish.com | 570-422-3200

ESU Dining Services provides students with a wide variety of diverse, well-balanced meal choices in an inviting dining atmosphere. Aramark, a contracted dining service company, provides the dining services for the ESU community.

While resident students in the traditional halls and suites are required to have meal plan, students living off campus are invited to purchase a meal plan designed for their needs or purchase Dining Dollars to make dining on campus more convenient. Meal Plans and Dining Dollars may be purchased through Sherry Back in Dansbury Commons. Dansbury Commons is open to any guest who cares to dine at this “all you care to eat” campus restaurant, for one low, set price.

Students with special nutritional needs are welcomed to contact a dining services manager to discuss their dining needs and customized dining options.

Food Service Venues:

Real Food on Campus at Dansbury Commons – RFOC is all about action, authenticity, excitement and fun. The concept delivers a variety of offerings to address the palates of today’s high-tech customer. RFOC achieves this by providing complete meals at all destination points.

These points of service include: Home, traditional home-style meal; Deli, made to order sandwiches and wraps; Grill, your favorite offerings cooked to order; Pizza and Pasta, featuring Caesar salads and personal pan pizzas made to order; Desserts, a variety of favorites, baked on the premises; Soups and Salads, to keep it light. The signature RFOC Produce Market station provides an eye-appealing vegetable mélange that invites you to select your own ingredients, while the chef adds your favorite sauce and sautés it to your specific tastes.

Center Court — Center Court is located in the University Center and is the retail food hub of ESU. It offers three meal periods, breakfast, lunch, and dinner. Signature food offerings included classic grill items; Wraps Express, made to order wraps; Topio’s, pasta and pizza; Sandwich Shack Deli, artisan crafted sandwiches; Greens to Go, custom made gourmet salads; assorted fountain and bottle beverages, snacks, soups, salads and a variety of grab-and-go items. Live evening entertainment and events sponsored by Student Activity Association are featured here.

Starbucks — The University's own coffeehouse offers a relaxing atmosphere 7 days a week in lower Dansbury Commons. Starbucks offers premium coffee, freshly made sandwiches, breakfast pastries, cold blended drinks & smoothies, and gourmet desserts.

Dansbury Commons hours:

Breakfast	7 – 10:45 a.m.	Monday through Friday
Lunch	10:45 a.m. – 4:30 p.m.	Monday through Friday
Dinner	4:30 – 8 p.m.	Monday through Friday
	4:30 – 6 p.m.	Saturday and Sunday
Brunch	10 a.m. – 2 p.m.	Saturday and Sunday

Food Service Committee

The Food Service Committee's responsibility is to make recommendations to help improve the dining service operation, including menu changes and program suggestions. It is composed of the food service director, a university liaison, a representative from each of the residence halls, a representative from the Residence Hall Association, an off-campus meal plan student, and a representative from the Student Senate. For more information on how to become involved, speak to your Residence Hall Director.



Student Employment

There are employment opportunities for ESU students in Dining Services. Flexible hours and a variety of positions make this a great choice for you to earn while you learn. To ask about any current openings, call the food service general manager at 570-422-3200.

Dining Hall Regulations

The university has developed the following rules to provide a pleasant dining hall atmosphere. Students, their guests and visitors should follow these regulations:

1. No smoking or tobacco chewing in dining areas.
2. Do not take food or drink out of the dining area.
3. Do not take any property (cups, glasses, plates, silverware, condiments, etc.) belonging to the facility out of the dining area.
4. Do not throw anything in the dining area.

5. No bare feet are allowed in the dining hall.
6. Appropriate dress is required in the dining hall at all times.
7. Respect your fellow diners.
8. Keep noise to a minimum. (Your peers may be studying, relaxing or conversing.)
9. Be courteous to the staff members.
10. Return dishes, cups, glasses, plates, silverware, etc., to the dish return area.
11. Clean up any small spill you make.
12. Notify the dining staff of any large spills.
13. Exit using the three doors in the center bay, east of the cashiers. All other doors are alarmed.
14. If you experience a problem in Dansbury Commons, please contact a member of the dining services staff immediately, so he or she can correct the situation.
15. Students who lose their eCard must obtain a temporary eCard, or obtain a new eCard, to gain admission to Dansbury Commons.
16. The University has invested in new equipment, serving utensils, and dishware to better serve you. We need your assistance in maintaining our inventory. Failure to adhere to these rules may result in disciplinary action.

NOTE: A complete list of rules and regulations is available in the Food Service General Manager's Office.

Financial Aid Programs

570-422-2800 | 800-378-6732

The Student Enrollment Center is committed to helping you find solutions to meet the challenge of funding the cost of higher education. Visit our website to find out more in-depth information and filing deadlines. Select Student Life and click on Financial Aid. For renewal of financial aid, the student must complete a new FAFSA in subsequent years in order to be considered for financial aid. In addition, the student must meet East Stroudsburg University's Satisfactory Academic Progress policy. Students should be aware of the impact of failing grades, incomplete grades, course withdrawals and repeated courses.

The Student Enrollment Center is located in Zimbar-Liljenstein Hall and is open Monday through Thursday from 8 a.m. through 4:30 p.m. and Friday from 10 a.m. until 4:30 p.m. Our highly qualified staff is available to assist you.

Financial Aid Satisfaction Progress

East Stroudsburg University of Pennsylvania has developed standards of Satisfactory Academic Progress (SAP) in accordance with federal regulations. These procedures measure qualitative (cumulative quality point average), quantitative (number of credits completed), and maximum time frame for completion.

A student must maintain satisfactory academic progress to continue to receive federal Title IV aid. Federal financial aid includes Federal PELL Grant, Federal SEOG, Federal Perkins Loan, Federal Work Study,

Federal Direct Loans (subsidized and unsubsidized), Federal Direct PLUS Loan and Federal Graduate PLUS Loan.

Students should be aware of the impact of failing grades, incomplete grades, course withdrawals, and repeated courses.

Failure to maintain satisfactory academic progress, according to these standards, will result in the loss of Federal Title IV financial aid until such time as the student is again maintaining satisfactory academic progress. All periods of enrollment are included whether or not the student received federal financial aid during that time.

More detailed information on ESU's Financial Aid Satisfactory Academic Progress policy may be found online at: esu.edu/academicprogress

Gender and Sexuality Center

esu.edu/gsc (570-422-3614)

Founded in Fall 2018, the Gender and Sexuality Center is housed in the lower level of the University Center. Complete with relaxing social and study space, staff offices, and a resource library, the Center's mission is to encourage ESU community members to discuss and reflect upon the myriad ways that these two interrelated identities influence our lives.

Grounded in an intersectional perspective, the GSC's programs and services range from the organization of campus-wide events such as LGBT History Month, Women's History Month, and National Coming Out Week and support of different student organizations and groups to providing a warm and welcoming space for all individuals to engage.

Values:

- Inclusivity
- Respect
- Critical Thinking
- Empowerment

We are open Monday through Friday from 10 a.m. to 5 p.m. Additional hours possible depending on need and special event.

Health and Wellness Programs, Services, and Education

570-422-3298

The Office of Health and Wellness Programs offers a wide variety of health education, prevention, and support services. Our goal is to empower students to make decisions that enhance their wellbeing, reach their goals and realize their full potential. This objective is accomplished through providing opportunities for reflection, connection, practice, and mobilization across different dimensions of wellness.

Students who need information about current services and programs, should explore the various sections of this website. If you have a question about any of our health and wellness programs, please email afreeman11@esu.edu.

For members of our community who need accommodations to access our offices and services, please contact us, and we will assist you.

Counseling and Psychological Services (CAPS)

esu.edu/caps | 570-422-3277

Counseling and Psychological Services is staffed by four licensed psychologists who provide services for currently enrolled undergraduate and graduate students. CAPS primarily utilizes a brief, solution-focused therapy model that is based upon the student's needs and goals. Services are free, confidential, and will not appear on a student's academic/educational record.

Students often present with a variety of concerns. Different modalities are available to help resolve students' issues, including individual, couples, group counseling, and crisis intervention. Typical counseling concerns may include issues with transition to college, developing academic skills, self-esteem, relationship problems, family problems, roommate issues, stress management, assertiveness, anxiety, depression, eating disorders, sexual assault, and problems with alcohol or other substance use/abuse.

Confidentiality

Information shared within a counseling session is protected by both state law and professional ethics, and cannot be released without the student's written permission, except as required by law. Exceptions to this rule include situations in which a student clearly presents a danger to self or others, child abuse, abuse of the elderly, or a court order.

CAPS professional staff also provides outreach programming on pertinent mental health issues; screening for alcohol, depression, and eating disorders; and prevention and consultation services for the university community.

Scheduling an Appointment

Students may schedule an appointment by calling 570-422-3277, or by visiting the CAPS. Counseling services are available from 8 a.m. to 4:30 p.m. during the fall and spring semesters; services are not available during summer sessions.

Crisis Intervention/Emergency Services

Emergency appointments are available for students who are in crisis from 8 a.m. to 4:30 p.m., Monday through Friday, by calling 570-422-3277, or by visiting CAPS. After hours, students in crisis may call University Police at 911.

E-mail Communications

Students should be advised that due to the lack of privacy and confidentiality of e-mail communications, if a student wants information to be confidential, e-mail should be avoided. In the case of emergency, a student should call the University Police at 911, and not rely upon e-mail communication for crisis intervention assistance.

No Show Policy

It is a student's responsibility to keep a scheduled appointment. In the event a student is unable to attend a scheduled appointment, the student should contact CAPS to either cancel or reschedule the appointment, preferably 24 hours in advance.

OASIS: Office of Accessible Services Individualized for Students (formerly known as Disability Services)

esu.edu/oasis | 570-422-3954 V/TTY

East Stroudsburg University of Pennsylvania is committed to providing equal educational access to otherwise qualified students with disabilities. Individuals with disabilities are guaranteed certain protections and rights of equal access to programs and services under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Academic adjustments and reasonable accommodations are determined by the specific nature and severity of the disability and any functional limitations that may result. Students who wish to request accommodations must complete the Accommodation Request form available on the website and at the Office of Accessible Services Individualized for Students (OASIS) to document their disability and describe the current impact of the disability as it relates to the accommodation request. Additional documentation may be requested by the disability specialist to evaluate the accommodations necessary for the students to help them maximize their potential.

Please contact or visit OASIS, formally known as the Office of Disability Services.

Student Health Services at Lehigh Valley Health Network - Pocono

esu.edu/healthservices | 272-762-4378

Walk In medical care for students is provided at Lehigh Valley Hospital - Pocono. Any ESU student needing basic ambulatory health services may visit the ExpressCARE facility located at 200 East Brown Street in East Stroudsburg (at the corner of Prospect Street and East Brown Street) for any of the following needs:

- Medical evaluation/treatment for illness and minor injuries
- Referrals to health care specialists and ESU support services
- Some diagnostic testing
- Tuberculosis testing
- Physical examinations for employment, drivers licenses and teaching certifications
- Testing, treatment and education for sexual health concerns
- Health education and information about illnesses

Two Organizations - One Mission: Ensuring a Healthy ESU Student.

All students should be sure to take their ESU I.D. with them to access health services. Once registered at the Express Care location, ESU students will be triaged by a registered nurse who will determine the level of care necessary. Some students may be seen by a Certified Registered Nursing Practitioner (CRNP) or a physician, and when warranted students will have access to medications for a small fee. The Student Health Services will accept cash or credit cards for payment of any medication or extended service fees, such as lab work or X-rays.

Hours of Operation

ESU students will have dedicated access to care seven days a week at the ExpressCARE located at 200 East Brown Street in East Stroudsburg.

Monday - Friday.....8 a.m. to 5 p.m.
Saturday and Sunday 12 p.m. to 4 p.m.

ESU students may also be seen at the East Stroudsburg ExpressCARE during the following hours but will be comingled with other patients from the community

Monday - Friday5 p.m. to 8 p.m.
Saturday - Sunday 8 a.m. to 12 p.m.
and 4 p.m. to 8 p.m.

An additional convenience for care that requires immediate attention off hours from those listed above, ESU students may also be seen at any of the other Lehigh Valley Health Network ExpressCARE locations in Monroe County for walk-in care services at no additional cost.

Students who visit an ExpressCARE in Monroe County with a medical concern that needs advanced care/treatment may be easily transitioned to LVH-Pocono for a seamless range of care if they so choose.

If you have questions about these changes to health services, please contact the Student Health Services staff at 272-762-4378.

Wellness Education and Prevention Office

esu.edu/atod |570-422-3298

The Wellness Education and Prevention Office plans, coordinates, and supports educational programming and outreach on responsible student decision-making towards health, wellness, and safety topics including but not limited to: alcohol, drugs, sexual violence, bystander intervention, sexually transmitted infections, and stress management. The office is responsible for coordinating prevention efforts that reduce dangerous drug and alcohol use and related negative consequences. The methods used to carry out these efforts include peer-to-peer education, promotion of healthy lifestyles and choices, supporting vibrant substance-free alternative activities, providing volunteer and career development opportunities, and serving as an informed link to resources. The office supports diverse healthy student development with both harm reduction and environmental approaches to prevention and carefully measures the campus climate to understand what initiatives are effective.

Housing

esu.edu/reslife | 570-422-3460

All first-year students are required to live on campus except for those students commuting from their parents' homes within 45 miles of the University. Off campus housing information for upper class students and graduate students is available through the Office or Residential and Dining Services Office in Hemlock Suites, and on our web page.

I.D. Card/ESU eCard

esu.edu/ecard | 570-422-2991

Each student is issued an identification card, called an eCard. It should be carried at all times. It is required for specific uses such as admission to the dining hall and to numerous student activities and events, use of the library, course registration, door access, etc.

In addition, the eCard may be used to make purchases in the University Store, Food Court, vending machines, and at selected off-campus merchants displaying the eCard logo. Students are charged a fee to replace a lost card. The eCard is not transferable. The Campus Card Center is located on the ground floor of the University Center.

Students who lose their eCard should visit the Campus Card Center Office during office hours in order to obtain a new eCard (payment required). After eCard office hours, students who lose their eCard should go to the Resident Director of their residence hall for a temporary eCard.

Intercollegiate Athletics

esuwarriors.com

ESU's athletic teams compete in the National Collegiate Athletic Association (NCAA) and hold memberships with several conference affiliations that determine the eligibility rules under which the teams are governed. ESU teams are proud members of the Pennsylvania State Athletic Conference (PSAC). ESU students are admitted free to all home, regular season athletic events by presenting their student ID/e-Card. Schedules and more information for each athletic teams can be found on the ESU athletic website.

Koehler Fieldhouse

esuwarriors.com | 570-422-3976

Leroy J. Koehler Fieldhouse serves as the primary facility for all indoor intercollegiate athletic teams and activity based classes. The field house includes a multipurpose practice and competition arena as well as a wrestling room, swimming pool, dance studio, weight rooms, basketball, tennis and badminton courts, an indoor track, classrooms; human research and body mechanics laboratories, athletic training and physical therapy treatment center.

Mekeel Child Care Center

esu.edu/mekeel | 570-422-3514

The Rose Mekeel Child Care Center is accredited by the National Association for the Education of Young Children, a Keystone Star 4 program, and licensed by the Department of Public Welfare. The center is available to students, faculty and staff of the University. The remaining spaces are filled by the community. The center is staffed by an Executive Director, Group supervisors, and assistant group supervisors. The facility is open from 7:45 a.m. to 5 p.m. (Monday to Friday) during the fall, spring and summer sessions.

The program is a hands-on, developmentally appropriate program for children between 12 months and 5 years of age. Call 570-422-3514 for information about enrollment and fees.

Multicultural Affairs (OMA)

esu.edu/oma | 570-422-3896

The mission of the Office of Multicultural Affairs is to educate the East Stroudsburg University student population on issues of diversity, inclusion and cultural competence. To further the University's mission and goals, OMA will empower students to engage in discussion, initiatives and holistic learning opportunities that build a platform for lifelong learning in a global society. The office is located in the Multicultural House at 96 Normal St.

The Multicultural House is available for club meetings, study groups, educational activities, movie and game nights and social events. Throughout the academic year, OMA hosts events that promote and celebrate multicultural students, including but not limited to ESU Open Mic Night, Cultural Heritage Month Celebrations, and diverse speakers. Additionally, OMA promotes the importance of multicultural competence and cultural awareness, among students,

faculty, staff, and the campus community.

Off-Campus Housing

esu.edu/reslife | 570-422-3191

The Residential and Dining Services Office, located in Hemlock Suites, provides students with a list of housing locations off campus. This list, updated biweekly, gives descriptions and rental information of rooms, apartment, and houses within the local community that are open to college students for leasing. East Stroudsburg University assumes no responsibility for the condition of the housing or the safety or wellbeing of the student while he/she resides in any off-campus housing. We will provide students with education and advise them on how to make good consumer decisions concerning off campus tenancy. (Renters are encouraged to review the "Guide to Living Off-Campus" prepared by this office.) Students have access to legal advice for tenant issues from a lawyer whose services are paid for by the Student Activity Association. The university will not knowingly assist or support any property owner or his/ her agent who engages in unlawful housing discrimination.

Religious Life

esu.edu/ministry | 570-422-3463

A large number of religious denominations and organizations are represented in the Stroudsburg and East Stroudsburg area, and most welcome student participation. Many places of worship are within walking distance of the university.

ESU also has several vibrant religious, cultural, and social programs and organizations on campus. For a complete listing of Campus Ministry and spiritual groups, as well as a list of local places of worship, please go to esu.edu/ministry.

Religious Services on Campus

In keeping with a ruling by the Attorney General's Office on Jan. 15, 1973, religious services that are open to all students may be held on campus. Expenses necessitated by these services are the responsibility of the sponsoring organization.

Residence Hall Information and Regulations

esu.edu/reslife | 570-422-3191

Students and their guests are expected to abide by the residence hall policies and regulations as described in the *Residence Hall Information and Policies* booklet. It is available online, in all residence hall offices, the Residential and Dining Services Office, and at the University Police Department.

Safety Escort Service

570-422-3064

The ESU Safety Escort Service operates out of the University Police Office. This service is available to any member of the university community seven days a week between 7p.m. and 5a.m. To arrange for an escort anywhere on campus, pick up a campus telephone and dial extension 3064. Safety is our primary concern.

Speech and Hearing Center

esu.edu/speech | 570-422-3247

The Speech and Hearing Center is operated under the auspices of the Department of Communication Sciences and Disorders. Graduate speech-language pathology students who are supervised by faculty members holding the appropriate clinical certification provide therapy services. All clinical facilities are located in Monroe Hall.

The Speech and Hearing Center is open Monday through Thursday from 9 a.m. to 4 p.m., and Friday from 9 a.m. to 2 p.m. Later hours may be arranged.

Students may receive a speech or hearing evaluation and therapy, if required, free of charge.

Stony Acres

esu.edu/stonyacres | Lodge/cabin reservations | 570- 223-8316
General information | 570-422-3334

Stony Acres is a 119-acre wildlife sanctuary located in Marshalls Creek, PA. It offers recreational activities for East Stroudsburg University students, staff, and faculty throughout the year. Stony Acres also serves as a recreational site and field campus for the students, faculty, and staff of ESU, in support of the institution's educational and service missions.

Stony Acres strives to administer facilities, programs, and services that encourage the pursuit of outdoors recreational activity, promote co-curricular involvement, foster leadership development, and provide social opportunities. Stony Acres provides similar opportunities, on a lease basis, for community and business organizations.

Through an ESU Student Activity Association fund, recognized student organization can receive up to \$100 to support teambuilding and leadership skill development using the Stony Acres Challenge Course and Climbing Tower. The funding can be applied to the facilitator fee(s) and cost of transportation to Stony Acres. Interested student organizations can get more information on the fund when they contact the Stony Acres to look at available dates for the Challenge Course and Climbing Tower.

Student Activity Association and Student Senate

esu.edu/saa | 570-422-3291

The Student Activity Association, Inc. (SAA) is an affiliated operation of East Stroudsburg University of Pennsylvania (ESU), which has been established to foster student activities including the development of a responsible student government; to act as a liaison between the students, alumni, faculty and administration; to support various purposes of the University including sponsorship of specific projects and programs; and to engage in activities which further enhance and promote the educational and service objectives on the University.

Student Senate | esu.edu/senate

The mission of the Student Senate is to represent and advocate for the East Stroudsburg University student body and provide services to students that will enrich their academic, social and professional development at the University.

Student Organizations | esu.edu/clubs

Student organizations at ESU serve to complement the academic mission of the institution. These organizations strive to enhance the overall collegiate experience of students through the development of, and participation in social, cultural, multicultural, recreational, and community service programs. Student organization involvement offers unlimited opportunities for leadership development and self-expression. All students are strongly encouraged to become as actively involved in one or more student groups of their choice as their time and interest permit.

The Student Senate Handbook for Student Organizations contains important information for all SAA recognized student organization including the process for recognition for new student organizations, governance policies, funding policies and other resources for student organizations and student organization leaders. Visit <http://quantum.esu.edu/saa/handbook-of-clubs-and-organizations/>

Student Engagement

www.esu.edu/saa | 57-422-3384

The Office of Student Engagement offers community, leadership, diversity and service programs year-round which dynamically enhance the Warrior experience. Initiatives in Student Engagement include

Warrior Den: Every Friday night at 8:00 p.m. the University Center becomes a gathering place for ESU Students offering a wide variety of programs including: performers, activities, competitions, refreshments, music and prizes.

Leadserve: An online hub with dozens of leadership programs available to student clubs and organizations in categories including: personal leadership, team dynamics, creativity, diversity, and budgeting. Learn more at www.esu.edu/leadserve

Global Week: One of ESU's largest campus-wide traditions centered around issues of diversity, equality, and social justice. It is a week-long series of programs which takes place during the first week of April. To learn more visit www.esu.edu/globalweek

AWAY (Active Warriors All Year): Service opportunities outside of our local area where students can give back to the community and grow in understanding of altruism and servant leadership.

Student Enrollment Center

esu.edu/enrollmentsrv | 570-422-2800

The Student Enrollment Center functions as a "one-stop shop" service center. Students, faculty, and staff are able to receive assistance with financial aid, records and registration, and student billing all in one easy location.

Services offered by the center include:

- **Financial aid:** Counseling on applying for financial aid, different types of aid, alternative sources of funding, and how to maintain satisfactory progress for aid eligibility. Questions relating to financial aid can be emailed to finaid@esu.edu.
 - **Records and registration:** Handling VA Educational Benefits, registration of classes, transcripts, transfer credits, graduation, student-athlete compliance, and important dates on the Academic Calendar. Questions relating to Records and Registration can be emailed to records@esu.edu.
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- **Student billing services:** Processing tuition and fees, tuition payment plan options, tuition deferments and direct deposit of refunds. Questions relating to student bills can be emailed to billing@esu.edu.
- **Transfer and Articulation services:** Works with all issues revolving around the transfer of academic credits for our incoming and continuing students. Questions relating to transfer and credit evaluations can be emailed to transitions@esu.edu
- **Veterans Center:** A resource center for our service members and their dependents who are attending ESU. Questions relating to veterans educational benefits and transition assistance can be emailed to veterans@esu.edu.
- **Graduation Services:** Assist students with preparing for graduation and commencement ceremony. Services include graduation application processing, graduation counselling, and graduation clearances. Questions relating to graduation and DegreeWorks can be emailed to graduation@esu.edu.

The center is located in Zimbar-Liljenstein Hall, and is open Monday through Thursday, 8 a.m. - 4:30 p.m., and Friday 10 a.m. - 4:30 p.m. Staff is available to assist with enrollment questions and concerns either on the phone, through email, at the front desk, and in walk-in one-on-one counseling sessions.

University Center

<http://quantum.esu.edu/saa/university-center> | 570-422-3464

The University Center serves as the heart of the campus, providing a vital link between the academic program and the co-curricular life of the University. The facility features a modern bookstore, a food court, and lounges for gathering, study, and quiet relaxation. It also contains a reception center for special meetings, computer labs, meeting rooms, student organization offices, and an administrative office suite. The Campus Card Center, the Career Development Center, and the PSECU Service Center are also located in the University Center.

University Police

esu.edu/police | 570-422-3064

The efforts of the ESU Police Department are aimed at providing a safe environment where our community can thrive. We believe the best way to build a safe community is by working together. Accordingly, we strive to preserve old relationships and continuously strive to form new ones within our community. Whether you're representing yourself or a group, we encourage you to let us know how the ESU Police Department can serve you. The University Police Department is open 24 hours daily; however, normal business hours for the Police Department and Security/Parking Offices are Monday through Friday from 8:00 a.m. to 4:00 p.m.

Highlights of services and programs provided by the Police Department would be:

The ESU Safety Escort Service, staffed by student escorts, operates out of the University Police Office. This service is available to any member of the university community seven days a week between the hours of 10 p.m. and 5 a.m. To arrange for an escort anywhere on campus, pick up a campus telephone and call 570-422-3064. Safety is our primary concern.

The LiveSafe Mobile Safety App provides students, faculty and staff with a direct connection to campus safety. Its easy-to-use features help you stay safe every day and enable University Police to better protect you. LiveSafe can be downloaded from iTunes or Google Play app stores and is actively monitored by ESU Police between the hours of 8:00 a.m. and 3:00 a.m. Messages sent other hours will be reviewed the following morning.

Women's RAD program: R.A.D (Rape Aggression Defense) is a program of realistic, self-defense tactics and techniques. The R.A.D system is a comprehensive course for women, which begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. This opportunity is completely free of charge for the ESU community.

East Stroudsburg University's Police and Security/Parking Departments work together to support the mission and vision of the University by providing the best possible support to its students, faculty, staff and visitors. By maximizing the use of campus parking lots and providing safe and clean parking, both departments can provide the University community with an orderly environment in which to conduct its business and studies. University parking lots are numbered and designated as Faculty/Staff, Commuter, Resident or Visitor. All lots are restricted by parking permit designation and all vehicles parked on campus must display a valid permit.

In order to meet student's transportation needs, the University has contracted shuttle service through Easton Coach. To use the shuttle, students need only to present a valid ESU eCard/ID. There are three Warrior Shuttles (red, black and silver) that run throughout the day while classes are in session and one late night shuttle that runs Thursday through Saturday from 8:30 p.m. to 2:30 a.m. By utilizing the ESU mobile app (which may be downloaded from Google Play or the iOS App Store), you may track the shuttle locations, arrival/departure times, and each route's respective stops.



University Store

<http://esu.bncollege.com/> | 570-422-2665

Operated by Barnes & Noble, the University Store is located on the lower level of the University Center and supports the academic and service mission of East Stroudsburg University through the sale of books, supplies, and emblematic products to the students, faculty, staff, and alumni of the university.

The primary function of the store is to provide course books, both new and used, and supplies required for course work as well as

other products and services that enhance the collegiate experience. The University Store also offers a robust textbook rental program, making over 70% of all titles available to rent.

The store offers the following products: general books, educational-priced computer software, supplies, stationery, campus apparel, prerecorded media, greeting cards, glassware, class rings, gifts, and assorted imprinted items. The store also offers shipping, fax, money orders, textbook reservation and special orders for clothing.

University Store hours:

Monday – Friday 8 a.m. to 5 p.m.

Saturday 11 a.m. to 3 p.m.

Sunday Closed

NOTE: Store hours are during the academic year while classes are in session. At the beginning of each semester, the store is open additional evening hours.

Upward Bound

esu.edu/upwardbound | 570-422-3477

A federally funded TRIO program, Upward Bound is designed to motivate and prepare students to successfully graduate from high school, and to enter and graduate from college. There are two components to the Upward Bound program, a summer component and an academic year component, each designed to further enhance students' academic skills, increase SAT scores, and provide them with experience on a college campus. The summer program is a six-week intensive college simulation where students live on campus and participate in an academic curriculum of English, Math, Science, and Writing.

During the academic year, students attend the bi-monthly Saturday College program at East Stroudsburg University. Students enrolled in the program are recruited from Allentown, East Stroudsburg and Pocono Mountain West high schools. The program accepts interns from all majors.

Warrior Food Pantry

esu.edu/foodpantry | 570-421-2342

The Warrior Food Pantry is a self-service pantry allowing students to obtain the necessary food to support their well-being. The Pantry is open to all registered ESU students. Ecard required to access services. The pantry is a collaborative initiative with St. Matthew's Church and ESU. St. Matthew's Church is located at 200 Brodhead Ave, East Stroudsburg, PA 18301.

Directions: The church is a short walk from the ESU campus. Directions are turn left on Prospect Street, and then make another left on to Ridgeway Street. St. Matthew's will be on the left Brodhead Street. Students should use the basement entrance.

The Warrior Food Pantry will reopen in the Fall semester on August 28, 2018.

Distribution Hours Tuesdays - 2:00 p.m. to 4:00 p.m.

If an ESU student is in need of food outside of the Pantry hours, ESU's Emergency Pantry at the SAA office in the University Center. It is open M-F from 8:30-3:30. You can reach the Emergency Pantry by calling 570-422-3556, or by completing a form on the ESU web page:

https://www.esu.edu/about/administration/student_affairs/food-pantry.cfm

If you have any further questions, please contact Amy Freeman at afreeman11@esu.edu

Writing Studio

esu.edu/writingstudio | 570-422-3593

The Writing Studio is a peer-based tutoring space designed for writers of all skill level. The Studio has both a casual lounge and a common tutoring area, affording students the opportunity to borrow a laptop and work on papers, curl up in the "book nook" with some library research, or print out a paper for hard copy revision. The Writing Studio's primary mission is to offer writing assistance to any student, on any assignment. Students are welcome to visit the Studio to brainstorm, draft, or revise their writing. Many students also bring graded work to concentrate on polishing trouble spots. The Studio functions on a walk-in basis, so no appointment is needed. The Writing Studio is located on the main floor of Kemp Library, in the back right corner. Hours are posted on the door each semester, so please visit or call 422-3593 for further information. We look forward to helping you reach your writing goals!

UNIVERSITY POLICIES

ALCOHOL POLICY (STUDENT)

The consumption, possession, distribution, transfer, use, sale or abuse, or being present with knowledge of alcoholic beverages in any form on all ESU owned or leased properties including, but not limited to, residence halls, athletic fields or any ESU sponsored activity or program, whether on or off campus, is prohibited.

The University permits the lawful and responsible consumption of approved alcoholic beverages on its property and property under its control by persons of legal drinking age at events and programs approved by the Office of the President or for valid academic programs approved by the Office of the Provost or Office of the President. Students participating in study abroad under the authority of the International Programs Office are governed by the Study Abroad Code of Conduct.

Campus Resources (Alcohol, Other Drugs)

The university provides continuous programming to encourage alcohol awareness, education, counseling, and information to assist students in understanding their responsibility to adhere to this policy and to all local, state and federal laws regarding alcohol consumption.

Students may be directly referred to the following persons whose departments will assist in the implementation of this policy and will make referrals for counseling, treatment and education:

Laura Suits, Coordinator
Wellness Education and Prevention

Dr. Linda Van Meter, Chairperson
Counseling, Psychological Services, and OASIS

ANIMAL POLICY

Pets are not permitted in any buildings of East Stroudsburg University. Service and emotional support animals are the only exception. Any exceptions should be approved by OASIS.

Confining a pet by chain, leash or other means (i.e. tied to a tree, railing, etc.) on the university grounds is prohibited. Allowing pets to run free on campus is also prohibited.

University Police are authorized to pick up any pets in violation of these rules. Such pets will be taken to the Monroe County SPCA shelter. The pet's owner is responsible for any costs incurred in this process.

These regulations complement existing state and local laws. Any student who has a pet on campus in violation of these rules is subject to disciplinary action under the Student Code of Conduct.

DISCRIMINATION POLICY

Introduction

East Stroudsburg University is committed to providing an environment free from harassment and other forms of discrimination based upon race, color, national origin, religion, sex, disability, age or veterans' status. Such an environment is a necessary part of a healthy learning and working atmosphere because such discrimination undermines the sense of human dignity and sense of belonging of all people in the environment.

Discrimination and harassment are currently under federal law by Titles IV, VI and VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972 and under state law by the Pennsylvania Human Relations Act.

In addition, various other constitutional provisions, statutes and common law causes of action prohibit such discriminatory conduct. It is the policy of the university to enforce these laws among its students and employees.

East Stroudsburg University is committed to eliminating incidents of illegal discrimination in personnel policies and practices within the institution through affirmative efforts at education and support. When violations of this policy occur, various forms of disciplinary action, where appropriate, may be imposed within the parameters of protected speech.

Policy

- A. No student or employee of the university or contractor/vendor conducting business with the university may engage in illegal discrimination on the basis of race, color, national origin, religion, sex, disability, age, or veterans' status when assigning education-related or work-related benefits and burdens.
- B. No student or employee of the university, or contractor/vendor conducting business with the university, may engage in illegally harassing conduct which creates a hostile learning or work environment for other students or employees of the university.
- C. No university employee may create the perception in the mind of a reasonable student or subordinate that the granting or withholding of tangible academic or job benefits shall be based on the granting of sexual favors.
- D. University employees with supervisory responsibility who have been informed in writing or verbally by subordinates or have reason to know that this policy is being violated must take action to correct the situation. Supervisors shall refer the matter to the Office of Diversity and Equal Opportunity.
- E. It is the policy of the university to provide fair, expeditious and uniform procedures by which claims for such treatment may be investigated and resolved within the university community. It is also the policy of the university to safeguard the rights of those accused of discrimination. For that reason, sanctions shall not be imposed upon any students or employees of the university until they have received due process.

For additional information or questions, contact the Office of Employee Relations and Workforce Diversity at 570-422-3656.

DRUG-FREE SCHOOLS AND CAMPUSES ACTS

The Federal Drug-Free Schools and Campuses Act Amendments of 1989 (Section 22, Drug Free Schools and Campuses) requires the university to provide students with information about drug policies, standards of conduct that prohibit illegal drug and alcohol use, a description of applicable legal sanctions, a description of drug or alcohol support services and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Various sections of this handbook address the requirements of the law, specifically, those sections listed under university policies: Narcotics and Drugs, Student Alcohol Policy, and under the Student Code of Conduct.

Drug use can directly affect a student's educational goals. Drugs interfere with the learning process by disrupting the brain's ability to take in, sort out and synthesize information. Alcoholism and drug addiction are obvious health risks associated with drugs and alcohol. But students should note some other risks:

- Psychological dependency
- Mental health problems
- Stress
- Driving under the influence
- Causing physical injury to self and/or someone else because of the impairment
- Loss of self-control
- Distorted sense of reality
- Physical problems (hardening of the arteries, heart palpitations, cirrhosis of the liver, pancreatic cancer, brain disease, lung disease, loss of memory, irritation of the respiratory tract, nausea, dizziness, perception problems)

There are many drug and alcohol educational programs regularly scheduled on campus during the year. Internally, the university can provide students with counseling via the Counseling and Psychological Services Center and support services to combat their abuse problem. In addition, students who require more in-depth therapy are referred to local

rehabilitation and treatment programs or are given information on services located near their home. Also, many agencies and programs within the local community offer assistance and support groups for alcohol and drug abuses. Some are Alcoholics Anonymous, Al-Anon, Drug and Alcohol Commission, and Narcotics Anonymous.

Nationally, there is the National Institute of Drug Abuse hotline, 800-662-HELP, or the website www.drughelp.org for up to date information and referral sources. Students must be aware of the legal ramifications of their actions related to drug and alcohol use.

The possession, use, or distribution of illicit drugs and alcohol at East Stroudsburg University is prohibited. Any violation of this policy can result in the person/persons involved being charged under applicable state and federal law as well as being disciplined by the university.

FERPA Policy

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education record.

ESU students have the following rights:

- To inspect and review certain education records
- To request an amendment of their education record believed to be inaccurate or misleading
- To have control over the disclosure of education records, except to the extent that FERPA authorizes disclosure without consent. The right to restrict access to information identified by the institution to be directory information available to the public without permission from the student.
- The right to extend third party access to education records to whomever is identified by the student in writing.
- To file with the U.S. Department of Education a complaint concerning alleged failures by the University to comply with the requirements of FERPA.

HAZING PREVENTION POLICY

East Stroudsburg University of Pennsylvania (the "University") supports activities that are constructive, educational, and contribute to the intellectual and personal development of students. The University unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule of members or initiates in any university recognized student organizations, club sports or athletic teams.

Hazing is defined by Pennsylvania Statute as:

Any action or a situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of, or recognized as, an organization by an institution of higher education. The term shall include, but

not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. (24 P.S. § 5352)

Actions that are prohibited by University policy include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular student organization or team to participate in behavior designed to humiliate, degrade, or abuse them, *regardless of the person's willingness to participate*;
- Forcing, requiring or pressuring an individual to consume alcohol, drugs, or ingest any other substance;
- Forcing, requiring or pressuring an individual to shave any part of their body, including the hair on their head;
- Forcing, requiring or pressuring an individual to participate in any activity which is illegal, publicly indecent, or contrary to the individual's genuine morals or beliefs (i.e., public profanity, lewd conduct, sexual gestures, sexual acts, public nudity, or engaging in public stunts);
- Any activity that creates a risk to health and safety of any member of the campus community or risk of damage to University property;
- Any activity that recklessly endangers the mental health of a student or subjects individuals to extreme stress;
- Physical abuse of any type, including but not limited to: sleep deprivation; physical confinement; paddling; beating or hitting of another person; forced or required calisthenics, such as push-ups, sit-ups, etc.;
- Forcing, requiring or pressuring an individual to wear, in public, apparel that is conspicuous and not within the norm of what is considered in good taste; and
- Morally degrading or humiliating games or other activities that make a member the object of amusement, ridicule or intimidation.

Students found in violation of this policy statement will be subject to discipline that may include, but is not limited to: organization, team and University probation; loss of scholarship; suspension from the organization, from the team, and from the University; and expulsion from the organization; expulsion from the team and from the University. The student

organization, club sport, or athletic team found in violation of this policy may be subject to group discipline that can include, but is not limited to: team or organization probation; restitution; cancellation of the entire season; and suspension of the organization. Educational programs and the fulfillment of community service may also be required.

Rules Regarding New Member Education

Intent:

Any new member education program should strive for the familiarization of each new member with active members of the organization, club sport, or athletic team; with specific organizational and University policies and procedures governing member activities; and with the values and history of their chosen organization. Such a program should be meaningful, constructive, and in no way detrimental to the academic pursuits of the individual.

Basic Requirements:

1. All new members must be full time students (enrolled in a minimum of 12 credits). Additional criteria may apply to Greek organizations, club sports, and athletic team members.
2. The period of new member education shall be devoid of any activity which is in violation of the East Stroudsburg University Anti-Hazing Policy. (Described in detail above.)
3. New member activities may only take place between the hours of 8 a.m. and 12 midnight. Overnight activities are only permitted if they do not interfere with classes, academic achievements and/or sleep requirements. Such acceptable activities include formals and campus sponsored projects on campus or in the community.
4. Activities must be constructive. Examples are community service projects, educational programs and social events (brotherhood/sisterhood events, founders' days, alumni receptions, etc.) All individual and group activities must comply with the standards established within the East Stroudsburg University Student Code of Conduct.
5. New members activities shall NEVER interfere with the rights and activities of others and should always be a positive reflection of the University community as a whole.

Distribution of the Anti-Hazing Policy:

1. The ESU Anti-Hazing Policy must be distributed by each student organization president, or club sport and athletic team captain to his or her membership at large. Members of athletic teams, club sport teams, and Greek organizations are required to complete a student agreement acknowledging receipt and acceptance of the policy requirements prior to active participation in the team or organization.
2. Organizations have a responsibility to protect their new members from any wrongdoing with regard to alumni members. Individuals of the organization or the organization itself can be held responsible and accountable under the University Code of Conduct and this Anti-Hazing Policy for the

actions of its members. It is the responsibility of the organization or team's leadership group to inform alumni of the University's Anti-Hazing Policy. Your recognition and status as a student, organization or team are at risk.

- a. Organizations will be held accountable:
 - b. When a violation is committed by one or more officers and/ or members of the organization and is supported by the organization's practices, customs, or traditions;
 - c. When a violation was authorized, encouraged, or tolerated by one or more officers and/or members of the organization acting on behalf of the organization within the scope of their office or membership;
 - d. When the organization, through its membership, fails to take action to prevent violations of University policy.
3. Any person participating in, suffering from or witnessing an act in violation of this policy is expected to report the incident in a timely manner to the appropriate university officer(s), as well as to the appropriate student-governing group.

The organization will be subject to the university disciplinary procedures, as well as to the consequences of appropriate statutes, including the Pennsylvania Anti-Hazing Act.

Violations and Sanctions

In all cases, when a hazing allegation is filed, the organization's faculty and/or alumni advisers, coaches, and governing groups or organizations will be notified that an allegation has been made. The details of the allegation will be forwarded to the Office of Student Conduct for investigation. Not only may there be consequences for both individuals and the organization at the University level, but individuals and the organization may be subject to civil and/or criminal charges.

Hazing is a criminal offense that is punishable by up to one year in prison. Pennsylvania Act 175 of 1986 permits universities to suspend, expel, or fine students who participate in hazing activities. It also allows the University to withhold transcripts and diplomas in order to force the payment of any fines. Visit stophazing.org/laws/pa_laws.

Individuals

All information regarding individuals suspected of being in violation of this policy will be forwarded to the Office of Student Conduct pursuant to the ESU Code of Conduct. The information also will be forwarded to the ESU Chief of Police for investigation for violation of state law.

Recognized Organizations, Club Sports and Athletic Teams

Violations of this policy by a recognized organization, club sport or athletic team will result in sanctions. These sanctions may be in addition to any action taken by the Office of Student Conduct or law enforcement. The exact sanction(s) levied will be determined based upon the circumstances of each violation. Potential sanctions are defined as follows:

1. **Official Warning:** A mild form of reprimand. Such a warning indicates to the organization that future violations during the period covered by the warning may result in more stringent

sanctions. An official warning shall not usually extend beyond two semesters.

2. **Restitution:** The organization is required to make payment for replacement of public or private property or for damages to public or private property, in addition to other disciplinary sanctions.
3. **Campus/Community Service:** The organization is required to perform a specified number of hours of service to the campus/community. When appropriate, the service provided is related to the disciplinary infraction.
4. **Educational Sanctions:** Hazing education, alcohol and/ or other drug education; anger management education; other educational sanctions may include writing a paper, presenting a program, attending a workshop, etc.

MEDICAL AMNESTY POLICY

This university policy is intended to provide amnesty from East Stroudsburg University Code of Conduct charges if deemed applicable. It in no way extends amnesty from civil or criminal charges brought by local, state, or federal law officers (including University Police).

Underage Drinking

In 2011, an amendment to Pennsylvania Law 18 Pa. C.S. (Crimes and Offenses) added a subsection to Section 6308 creating immunity from prosecution for a person under the age of 21 for the possession or consumption of alcoholic beverages if law enforcement, including University Police, become aware of the possession or consumption solely because the individual was seeking assistance for someone else. The person seeking assistance must reasonably believe he/she is the first to call for assistance, must use his/her own name with authorities, and must stay with the individual needing medical assistance until help arrives. Students seeking immunity from prosecution under this subsection of the law must contact the law enforcement agency that issued the citation for their consideration of the matter.

Drug Overdose

In 2014, the governor signed an amnesty law for drug overdoses. It applies to the person experiencing the drug overdose event as well as the person initiating a request for help when witnessing a drug overdose. The immunity law applies to the following circumstances: Police **ONLY** discover the drug overdose because the person is transported for help or treatment.

OR

Immunity applies if ALL of the following apply:

- The caller seeking help made the report reasonably believing that another person needed immediate medical attention to prevent death or serious injury due to drug overdose.
- The caller provided his/her own name and location and cooperated with law enforcement and

- The caller remains with the person needing immediate medical attention until police arrive.

Philosophy

The health and safety of East Stroudsburg University community members is a primary concern.

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

Students may be reluctant to seek assistance for him/herself or someone else for fear of being held responsible for Code of Conduct violations.

East Stroudsburg University seeks to remove barriers that prevent students from seeking necessary medical attention.

Policy Guidelines

Students who seek emergency medical attention for themselves related to the use of alcohol and/or drugs will not be charged with violation of the East Stroudsburg University Code of Conduct provided that the student subsequently completes an appointment with the Counseling & Psychological Services (CAPS) and adheres to any recommended treatment. The Office of Student Conduct & Community Standards will set the timeline for completion. Failure to complete this evaluation and treatment compliance may result in Code of Conduct charges being filed.

Students who seek emergency medical attention for someone else related to the use of alcohol and/or drugs will not be charged with violation of the East Stroudsburg University Code of Conduct provided that the student subsequently completes an appointment with the Counseling & Psychological Services (CAPS) and adheres to any recommended treatment. The Office of Student Conduct & Community Standards will set the timeline for completion. Failure to complete this evaluation and treatment compliance may result in Code of Conduct charges being filed.

This policy applies only to students who seek emergency medical attention in connection with an alcohol and/or drug-related medical emergency. It does not apply to an individual experiencing an alcohol and/or drug-related medical emergency who is found by a University employee.

The East Stroudsburg University Medical Amnesty Policy is not intended to shield or protect a student who repeatedly violates the Code of Conduct. In cases where repeated violations occur, the University reserves the right to take conduct action on a case-by-case basis regardless of the manner in which the incident was reported. Additionally, the University reserves the right to adjudicate any case in which the violations are egregious.

The Office of Student Conduct & Community Standards reserves the right to contact any student to discuss an incident whether or not the East Stroudsburg University Medical Amnesty Policy is in effect.

** For assistance in an emergency situation, dial 911 or contact the East Stroudsburg University Police at 570-422-3064.

NARCOTICS AND DRUGS

The administration of the university fully supports the established laws regarding the use of narcotics and drugs. It is in no position to condone any violation of such laws. The Code of Conduct accepted by the academic community makes this very clear. Because drug problems are often complex, the university will make every effort to help students with such problems. Students may go to the Counseling and Psychological Services Center secure that their confidence will be held by the staff. However, students must remember that drug problems discovered in the normal course of administrative operations will be treated as disciplinary matters.

The university will not be a haven for illegal drug use or trafficking in drugs. The university will not ordinarily involve other law enforcement agencies in solving its own problems in such matters, but it certainly will seek assistance from these agencies should a particular drug problem become serious, particularly that of trafficking in illegal drugs. By the same token, students should understand that the university administration will not interfere with any law enforcement agency which feels it must come on campus to resolve unlawful activity.

The administration of the university asks that all members of the academic community accept their responsibilities within the framework of established laws. This will help avoid serious problems for the academic community, especially students.

OFF-CAMPUS STUDENT ADDRESS REQUIREMENT

Students are required to provide local off-campus addresses and telephone numbers to Student Enrollment Center/Records and Registration. The university has developed a local address and telephone registry to improve communications and provide service to off-campus students. The university depends on local directory information for faculty/staff contact and contacting students in an emergency.

SEIZURE OF CONTRABAND

The university has the right to seize any contraband found on campus.

SEXUAL MISCONDUCT AND SEXUAL HARASSMENT

For information, policies, procedures, filing a report, and seeking assistance and resources concerning sexual misconduct, sexual or gender-based harassment and gender-based discrimination, please visit esu.edu/titleix.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Participation at the University

Summary Statement: Students are free to comment on and help develop university policy.

Students shall be free, individually and collectively, to express their

views on issues of university policy and on other matters of general interest to the student body.

The student body shall have clearly defined means to participate in the formulation of university policy. The role of students in officially recognized student organizations shall be made explicit in the charters, constitutions and/or by-laws of the respective organization provided those documents are not in conflict with applicable law or university policy.

Rights and Responsibilities in the Classroom

Summary Statement: Students are responsible for adhering to the course expectations as stated by the instructor and specified in the course syllabus. Students are free to express their views in class within the context of the class and in a manner that does not violate the rights of other students in the class. They are responsible for learning course material, but are protected from any prejudicial academic evaluation.

It is the right of the student to inquire and it is the responsibility of the faculty member to inform the student of the academic requirements, grading system and attendance requirements at the outset of a course.

A. Protection of Freedom of Expression

Students shall be free to take exception to the data or views offered in any course and to reserve judgment about opinions of others, but they shall be responsible to express their views in a manner that does not violate the rights of other students in the class.

B. Protection Against Improper Academic Evaluation

Students are protected against prejudice, arbitrary or capricious academic evaluation of their courses through faculty contracted responsibilities and standards of ethical and professional conduct. Students are responsible for maintaining standards of academic performance established for courses in which they are enrolled. Students alleging a prejudice, arbitrary or capricious academic evaluation may appeal their course evaluation in the following manner and if an understanding is not reached at one level, the student may continue to appeal to the next level in the following order:

1. The faculty member involved
2. The department chair
3. The academic dean of their college
4. The Provost/Vice President for Academic Affairs

Appeals to the Provost/Vice President for Academic Affairs must be made in writing. The decision of the Provost/Vice President for Academic Affairs is final.

Students of a protected class alleging discrimination or sexual harassment after exhausting the remedies noted above should express their concerns to the Director of Diversity and Equal Opportunity. Students with disabilities should bring their concerns to the ADA Coordinator/Learning Disabilities Specialist.

5. The faculty member involved.

Rights and Responsibilities of Association

Summary Statement: Students are free to form and join organizations as long as those organizations meet university regulations.

The student brings to the campus a variety of interests previously acquired and develops many new interests as a member of the university community. He/she shall be free to organize groups and join associates to promote common interests consistent with the duly established written policies of the university and the legal mandates of the Commonwealth and the nation.

A. Association Identification

1. To be recognized by the university, a student organization shall be required to submit a constitution and a list of current officers in accordance with guidelines established by the Student Senate.

The constitution shall state the objectives of the organization, the criteria for membership, and the rules of procedure. The organization shall adhere to the stated objectives. The organization will be required to submit a membership list to verify numbers as well as for insurance purposes. Assistance concerning constitutions may be received from the Student Senate Office. All constitutions must include and must abide by a non-discrimination, equal opportunity clause.

2. Affiliation with an off-campus organization shall not disqualify a student organization from university recognition provided that organization is not in violation of federal or state law or university policies or procedures.
3. The membership, the policies and the actions of a student organization shall be determined by vote of only those members who are also members of the university community.
4. For continuation of recognition, student organizations shall be required each year to submit an organization update form that shall include a list of officers, their addresses, telephone numbers, and e-mail addresses.
5. Student organizations shall be free to establish their qualifications for membership provided such membership shall be open to any student willing to subscribe to the stated aims of the organization and to meet its stated obligations.
6. Any student organization denying membership because of gender, sexual orientation, race, creed, age, veteran status, disability or national origin, except as provided for in federal or state law, shall not receive recognition.
7. Each organization shall be free to recommend its faculty/staff adviser(s) in concert with the faculty/staff member(s) concerned and the approval of the Executive Director of the Student Activity Association.
 - a. All organizations are required to have a faculty/staff adviser. Advisers may also be members of the Student Activity Association, Inc. or the East Stroudsburg University Foundation.
 - b. Faculty/staff adviser(s) shall advise organizations but they shall not have the authority to control the policy of such organization.
 - c. Advisers who are not employees of East Stroudsburg

University are obligated to register as volunteers through the Office of Human Resources and must be approved by the Vice President for Student Affairs.

- d. Advisers should possess knowledge of the rules, policies and structures of the university as well as the Student Code of Conduct. Advisers should also possess a knowledge and understanding of the goals and objectives of the organization they advise.

8. Insofar as it is legal, and within the guidelines established by SAA, Inc., student organizations shall have independent control over the expenditure of their own funds. However, a regular financial accounting, including a statement of income and expenses, shall be presented to the members of Student Senate and to SAA, Inc.

9. No individual, group or organization shall have the right to officially represent nor to speak on behalf of the University without the expressed authorization of the President of the University (or designee) except to identify the university affiliation of the individual, group, or organization.

B. Inquiry and Expression

1. The student and the student organization shall be free to examine and discuss all questions of interest to them and to express opinions publicly or privately.
 - a. They shall be free to support causes by orderly means which do not disrupt the regular and essential operation of the university.
 - b. In their public expressions or demonstrations student organizations shall speak only for themselves.
2. Student groups and organizations shall be allowed to invite and to hear any person of their own choosing when the purpose of such an invitation does not violate civil law and does not constitute civil disobedience.
 - a. Routine procedures required by the university before a guest speaker is invited to appear on campus shall be designed only to ensure orderly scheduling of facilities and adequate preparation of the event.
 - b. Sponsorship of guest speakers shall not imply approval nor endorsement of their views either by the sponsoring group or by the university.

C. Use of Facilities

University facilities shall be assigned to student organizations for regular business meetings, for social functions and for public programs. Reasonable conditions and costs may be imposed to regulate the timing of requests, to determine the appropriateness of the space assigned and the time of use, and to ensure proper maintenance of the facilities.

D. Recognition of Student Organizations

1. Process of Recognition:
 - a. The request for recognition must be initiated by a minimum of 10 members of the student body who are enrolled in at least six credits at East Stroudsburg University.
 - b. The members of the organization must submit a letter to the Coordinator of Extra Curricular Affairs stating

the organization's intent to become recognized and to request the proper forms and applications to initiate the recognition process.

- c. The members, after providing the letter, must schedule a meeting with the Coordinator of Extra Curricular Affairs and/or the Extra Curricular Affairs Committee to discuss the organization's purpose, their future constitution, and their rights and responsibilities. It is at this time that the proper forms and applications to initiate the process for recognition will be distributed to the potential organization. (All members of the potential organization should be present.)
- d. The organization will then complete and return the Application for Recognition Form and submit a copy of their constitution to the Coordinator of Extra Curricular Affairs for the Student Senate. The constitution shall state the objectives of the organization, the criteria for membership and the rules of parliamentary procedure. All constitutions must include a nondiscrimination equal opportunity clause. (Recognition is not automatic upon completion of the Application for Recognition Form and constitution.)
- e. The Extra Curricular Affairs Committee will review all materials submitted by the potential organization. If necessary, a list of comments and suggestions to revise the constitution will be given back to the potential organization.
- f. The draft constitution will be sent to the Executive Director of the Student Activity Association for approval or revision. The Executive Director will then return the constitution to the Coordinator of Extra Curricular Affairs.
- g. The proposed constitution of the organization will be presented to the Student Senate at two consecutive meetings. The first meeting is for review and questions, and the second meeting will be for final discussion and vote. Members of the organization are encouraged to attend these meetings of the Student Senate. (The Senate may send a constitution back for revision after any of the meetings.)
- h. A letter of acceptance or denial will be sent to the organization's representative after the Student Senate votes on the motion concerning recognition. The organization must resubmit a revised constitution to the Student Senate upon request.

Upon Senate approval, the organization is recognized and the organization enters a one-year probationary period. Within one week of receiving the letter of recognition the organization's leadership must provide to the Student Senate a complete Membership/Meeting Audit.

2. Potential organizations may appeal an unfavorable decision made by the Student Senate within thirty days of the notification from the Coordinator of Extra Curricular Affairs. A letter should be sent to the President of the Student Senate asking for an appeal of the Senate's decision based upon the justification outlined in the letter. If the appeal to the Student Senate is unsuccessful, the organization may appeal for a review to the Executive Director of the Student

Activity Association.

3. Probationary Period Guidelines for Newly Recognized Organizations

After official recognition by the Student Senate of East Stroudsburg University and the Executive Director of the Student Activity Association (or designee), the organization or club enters into a one-year probationary period.

- a. Permanent recognition will be granted by the Student Senate if during the probationary period the following conditions are met:
 - 1) The club or organization maintains a minimum active membership as defined by the Student Senate Handbook for Recognized Clubs and Organizations;
 - 2) The organization has raised a minimum of \$300 during the probationary period and is able to maintain a minimum balance of \$100 for the final six months of probation;
 - 3) The organization has completed all membership/meeting audits required of recognized organizations; and
 - 4) The organization has not violated any of the policies and procedures that govern clubs and organizations as outlined in the Student Senate Handbook for Recognized Clubs and Organizations.
- b. Until the probationary period is over, the organization will not be eligible for any Student Activity Association funding. If the one-year probationary period causes the organization to be ineligible to request funding during the budget season, the organization may request a special grant in the fall semester of the new academic year.

4. Privileges of Recognized Organizations

- a. Organizations may reserve facilities for programs and meetings.
- b. Organizations may use inter-campus mail service.
- c. Organizations will be issued a mailbox in the University Center.
- d. Organizations will be permitted to solicit on campus.
- e. Organizations will be permitted to use bulletin boards and campus advertising.
- f. Organizations may reserve facilities at Stony Acres as an organization.
- g. Organizations will be permitted to use the SAA Graphics Center as an organization.
- h. Organizations will be permitted to advertise as an ESU student organization.
- i. Organizations will be permitted to request monies from the Student Activity Association, Inc.
- j. Organizations will be permitted to use the SAA, Inc. Banking Services.

5. Policies and Procedures Governing Recognized

Organizations

a. General Policies

- 1) All recognized student organizations must have a minimum student membership of 10.
- 2) All organizations must have regularly scheduled meetings, at least once a month. A member of the Extra Curricular Affairs Committee may make an unannounced visit to confirm the organization's achievement of its purpose and the organization's compliance with the membership policy requirements. (Note these regularly scheduled meetings will not take place in a classroom that is scheduled for an academic class.)
- 3) All organizations will be required to submit an Activity Statement documenting achievements of the club/organization for the academic year. This statement is due to the Student Senate on the date that the Student Senate Finance Committee establishes for budget requests.
- 4) All organization presidents (or designees) are required to attend up to four organization meetings organized by the Student Senate.
- 5) All organizations are required to submit, at the beginning of each semester, an organization update to the office manager of the Student Activity Association, Inc.
- 6) All organizations are required to complete the annual recognition process through [WarriorLink](#).
- 7) All organizations are required to check and empty their organization's mailbox, located in the University Center, every week.
- 8) Upon request, all recognized organizations shall submit an updated copy of their constitution to the Student Senate Office. Any changes to the original constitution must be approved by the Student Senate.
- 9) All organizations must deposit budgeted funds, gate receipts, revenue, and/or any other funds raised or generated by the organization in the SAA, Inc. Accounting Office.
- 10) The Coordinator of Extra-Curricular Affairs, in conjunction with the President of the Student Senate and the Executive Director of the Student Activity Association, Inc. has the authority to declare inactive, any organization that is unwilling to be bound by University or SAA, Inc. policies.

b. Membership Policies

- 1) The active (voting) membership, officers, and/or recognized representatives of the organizations must be students currently enrolled at East Stroudsburg University. Between semesters, membership is constituted to mean the membership of the previous semester.
- 2) The number of student members shall always exceed the number of non-student members at

meetings and programs not open to the general public.

- 3) In order to conduct the business of the organization, a quorum of more than 50 percent of the active student membership should be present at the meeting.

c. Inactive Organizations

Student organizations will be deemed inactive by the Coordinator of Extra Curricular Affairs and/or the President of the Student Senate in conjunction with the Executive Director of the Student Activity Association, Inc. if the:

- 1) Organization falls below the required minimum membership as outlined in the Student Senate Handbook for Recognized Clubs and Organizations;
- 2) Organization does not hold regularly scheduled meetings;
- 3) Organization fails to adhere to all Articles of their organization's constitution or bylaws;
- 4) Organization fails to comply with university, the Student Senate, and Student Activity Association, Inc.

Rights and Responsibilities of Student Communications Media

Summary Statement: Student communications media shall be free of censorship, but students are responsible for maintaining professional and conscientious standards of reporting.

Student communications media are valuable in establishing and maintaining both an atmosphere of free and responsible discussion and intellectual exploration on the campus.

They bring student concerns to the attention of the university as a whole and help to formulate student opinion on various issues. Students are protected in their exercise of freedom of expression by the First Amendment to the Constitution of the United States.

Accordingly, university officials are responsible for ensuring freedom of expression for all students.

- A. The student communications media shall be free of censorship and prior approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage. Student media and publications have the right to determine the content of their communication vehicle. The editorial freedom of student editors or managers shall entail corollary responsibilities to be governed by the canons of responsible communications, such as the avoidance of libel and slander.
- B. Editors and managers shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes established by each organization shall editors and managers be subject to removal and then by orderly and prescribed procedures to be established in the constitution of each media.
- C. All student communications media shall explicitly state that the opinions expressed are not necessarily those of the university.

- D. The integrity and responsibility of student communications media should be encouraged by arrangements which permit financial autonomy.
- E. Student communication media are expected to:
 1. Verify and document all sources of information;
 2. Maintain the confidentiality of sources where appropriate;
 3. Maintain the anonymity of victims in cases that deal with rape; sexual assault, etc.; and
 4. Strive to produce a publication/program based upon professional standards of accuracy, objectivity and fair play.

Rights of Campus Citizenship

University students are both citizens and members of the academic community. As a citizen, the student is entitled to the same status as other citizens with the concomitant rights and responsibilities of the civil code. As a member of the academic community, a student shall have the rights and responsibilities consistent with university regulations and policies.

Right of Dissent and Responsibilities in Protest

Summary Statement: Students have the right to conduct peaceful protests that do not damage property or interfere with the operation of the university.

Peaceful protest which does not interfere with the normal functions of the university is a lawful means of expressing dissent, and the right of peaceful protest within the university shall be preserved. University officials have the right and the responsibility to ensure the safety of individuals; the protection of property; and, the continuity of the educational process and other normal functions of the university. However, it shall be the responsibility of the university to provide channels of communication and procedural systems through which dissent can be heard.

When peaceful and lawful protest takes place, university officials shall meet with a delegation of the protesters to discuss issues and their possible resolution. In order that dissenters not interfere with the operation of the university, or the rights of others, they shall not:

- A. Obstruct vehicular, bicycle, or pedestrian traffic;
- B. Obstruct entrances or exits to buildings or driveways;
- C. Interfere with activities inside or outside a building;
- D. Harass passers-by;
- E. Interfere with or prohibit a scheduled speaker from being heard;
- F. Damage university property.

Rights and Responsibilities of Privacy

Summary Statement: Students have access to their University files with some specific exceptions. Students have a right to privacy and are protected from unreasonable search or seizure.

The rights of student privacy, as they involve records, actions and residence, are fundamental to a democratic society will be maintained. By the same token, the student has the responsibility to ensure that no action of his/ hers infringes upon the rights of privacy of others.

It should be noted that this section, among other things, deals with the various student files maintained by the university. The present policy of the university is that an eligible student or the parent of a student, in appropriate instances has access and may review any or all files pertaining to the student, maintained by the university by scheduling an appointment with the appropriate office at least two days in advance.

There are some exceptions, however. Materials which are not directly accessible to the student are:

- A. The confidential letters of recommendation and statements placed in the student's education records prior to January 1, 1975, if such letters:
 1. Were solicited or sent with an assurance of confidentiality, and
 2. Are used only for their originally intended purposes;
- B. Financial records of parents;
- C. Personal notes of teachers and administrators, provided they are not available to any third party except a teacher's substitute;
- D. Law enforcement records, provided they are kept separate from education records;
- E. Records of physicians, psychiatrists, psychologists, or other professionals of the student's choice.

The university complies with "The Family Educational Rights and Privacy Act of 1974" (Buckley Amendment) and the applicable state laws.
- F. Confidentiality of Records
 1. The following official records shall be confidential, and access to them shall be limited to the persons indicated below under the circumstances specified.
 - a. Registrar's Records (Registrar's Office)
 - 1) The Registrar's records shall contain only information relating to the student's progress and achievement in academic programs except when notation of suspension or expulsion from the university is necessary. Issuance of grade reports and honors shall be deemed actual notice to the student.
 - 2) The Registrar's records shall be accessible to the student and to members of the staff charged with the maintenance or use of the records, i.e. department chairs, academic deans, academic advisers, etc.
 - b. Adviser/Department Records (Adviser's Office)
 - 1) The adviser's and/or department files shall be open to the student, the faculty in that specific department, and to the persons charged with the maintenance of the files.
 - 2) The student shall have the right to see his/her files upon request.
 - c. Counseling and Psychological Services Office Clinical Records

Clinical records shall be open only to the professional staff that is responsible for their maintenance and use, which includes the psychologists and counselors of the Counseling and Psychological Services Center.

- d. Financial Aid Records (Financial Aid Office)
- Financial Aid files shall be open only to the student and to the staff that is responsible for their maintenance or use.
- e. Medical Records (University Health Services)
- Medical files shall be open only to the medical personnel or university employees who are responsible for use and may be sent to a physician upon the direction of the student. Emergencies may necessitate that information be released to appropriate parties if that information is necessary to protect the health or safety of the student or other individuals. The Vice President for Student Affairs (or designee) will authorize such a release.
- f. Placement Records/Credential Packet (Career Services Office)
- 1) Students have the right to review any recommendation or information which has been placed in their folder unless that right is waived.
 - 2) The students' records in the Office of Career Services will be used for the purpose of graduate school or job placement. Release of information for that purpose shall be made only with the written permission of the student.
- g. Student Personnel Records (Vice President for Student Affairs Office)
- 1) The Student Personnel files which are located in the office of the Vice President for Student Affairs shall be open to those members of the staff responsible for their maintenance or use, as well as to the individual student.
 - 2) The information included in the records is an identification photo, copies of discipline reports, police reports, etc. The records are maintained on current students, and for five years after graduation or withdrawal.
 - 3) Student Conduct files are located in the Office of Student Conduct & Community Standards for a period of five years.
2. Information relating to religious, political, or social views, or to membership in any organization other than honorary and professional organizations directly related to the educational process, shall not be entered on a student's records except upon his/her request or with his/ her consent.
 3. While the student has the right to access his/her records, he/she shall be subject only to reasonable regulations as to purpose, time, place, and supervision. The student shall have the right to express an opinion in writing concerning any information contained in his/her records. Students may copy information in their records by giving proper notice and paying an appropriate fee.
 4. Each of the records listed in Article VIII, Section B., Paragraph 1, shall be maintained in such a way as to prevent accidental disclosure of the information contained therein.
 5. The university has the right to destroy irrelevant, dated or unnecessary evaluative records in the file without the consent of the student or the person who submitted the information. The University may retain files longer than the periods noted in this section for good cause.
 6. East Stroudsburg University will not disclose information contained in a student's educational record without the prior written consent of the parent of the student or the eligible student except where permitted by applicable law.
 7. East Stroudsburg University will maintain a record of all requests for and/or disclosure of information from a student's education records. The records will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information.
- G. Family Educational Rights and Privacy Act (FERPA)
1. The regulations on the rights of students to see their educational records may be reviewed by contacting the Student Enrollment Center or the Office of the Vice President for Student Affairs.
 2. East Stroudsburg University's policy is in compliance with the regulations of this Act. Students have the right to see their educational records and to be assured that unauthorized people will not have access to them.
 3. General Directory information about students is not confidential. East Stroudsburg University has classified the following as directory information: the student's home and local addresses, telephone number, major field(s) of study, photos, weight and height of members of athletic teams, dates of attendance, degrees and awards received and similar information.
 4. The university shall release General Directory information upon request unless a student indicates in writing to the Registrar that directory information is to be withheld.
 5. East Stroudsburg University and its representatives on occasion take photographs for the university's use in print and electronic publications. This serves as public notice of the university's intent to do so and as a release of permission to the university to use such images as it deems fit. Students who object to the use of their photographs have the right to withhold their release by completing a form in the Office of University Relations.
 6. Publication of Article VIII (Rights and Responsibility of Privacy) in this handbook constitutes the annual notification to parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA).
- Students:**
- The Family Educational Rights and Privacy Act gives students certain rights with respect to their education records. College students have the following rights:
- To inspect and review their education records. (This does not include personal notes from advisers, counselors or deans; parents' financial information; University Police records; or educational research data for federal, state or local purposes.)
 - To request an amendment to their education record.

- To have some control over the disclosure of personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent.
- To file with the U.S. Department of Education a complaint concerning alleged failures by the University to comply with the requirements of FERPA.

Students may restrict the release of General Directory information by completing the FERPA Restriction Form and returning it to the Student Enrollment Center. (When this restriction is applied to students' records it also prevents their names from appearing on the Dean's List, graduation lists and other university-related publications.) Direct any questions about this notification, to the Registrar at the Student Enrollment Center.

Parents:

The Family Education Rights and Privacy Act is a federal law that affords parents the right to have access to their children's education records; the right to seek to have the records amended; and the right to have some control over the disclosure of personally identifiable information from education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student.")

Educational agencies and institutions are required to notify parents and eligible students about their rights under FERPA. Section 99.7 of the FERPA regulations sets forth the requirements for the notification. Universities do not have to individually notify parents and eligible students but do have to notify them by means that are reasonably likely to inform the parents or eligible students of their rights.

H. Private Morality

The university shall not regard itself as arbiter of student moral conduct or taste. Where the interests of the university as an academic community are clearly involved, the authority of the university may be asserted through its Student Code of Conduct and conduct procedures.

I. Privacy of Residence and Property

A student's right of privacy of residence and ownership of property free from the fear of unreasonable search or seizure are guarantees given by the Constitution of the United States to all citizens and shall be respected and protected by the university except under those conditions outlined in Article IX of this document.

Students' Right of Privacy

Summary Statement: University premises occupied by students, and the personal possessions of students, shall not be searched unless appropriate authorization has been obtained. Students have a right to privacy except in emergencies as determined within the sole discretion of the university or under the following conditions:

- A. **Scheduled Residence Hall Inspections.** There will be room inspections throughout the academic year prior to the closing of university residence halls and University Apartments for university break periods, (Thanksgiving, Inter-session, Spring Break). Students residing on campus will be given prior notice and may or may not be present during the inspection.

Room inspections will consist of a visual inspection of the room to ensure that windows are closed, lights are turned off, electrical items are unplugged, perishable items removed, and garbage cans are emptied. This is to ensure the security and safety of the room and its contents during the break. During these inspections, if evidence of university policy infractions and/or violations.

- B. **Inspections Resulting from Suspected Violations of University Rules, Policies or Regulations or Federal, State and /or Local Laws.** Whenever probable cause leads a representative of the Vice President for Student Affairs (e.g., Director of University Center, Director of Residence Life and Housing, Resident Director, Graduate Assistant, Resident Adviser) to believe that an infraction of the university's rules, policies or regulations and/or federal, state or local laws is occurring in a student's residence hall room or involves a university issued locker, that representative is delegated the authority to conduct an inspection of the student's room or locker after announcing that such an inspection is requested.

Should a student deny access, such a denial could result in the issuing of an Administrative Search Authorization or a criminal search warrant. University Police will be contacted if a criminal search warrant is going to be obtained. If any contraband is found during an inspection, it shall be confiscated and may be used in a disciplinary and/ or criminal proceeding against the involved student.

- C. **Administrative Searches.** Administrative searches are those conducted due to probable cause that a university rule or regulation has been violated and that evidence of the violation will be found in a particular place. Authorization is given in writing by the Vice President for Student Affairs (or designee). In emergencies, a verbal authorization may be given. Authorizations, which are in the form of an Administrative Search Authorization, shall include the time, date, place, purpose and scope of the search. The student should be present, if possible, and may have a witness present at the time of the search. Contingent upon the circumstances, administrative searches may take place without anyone being present.

At the conclusion of the search, the student will be notified in writing by the person authorized to conduct the search of what was found, and the names and titles of all persons conducting the search. Administrative searches are not done in conjunction with, nor under the direction of, the University Police nor on their behalf. Administrative searches are not generally conducted for the purpose of criminal prosecution. If it is believed that potential criminal violations exist, and that an illegal or dangerous object might be found, the University Police will be contacted and a criminal search warrant will be obtained.

- D. **Searches and Entries by University Police.** University Police searches and/or entries to a student's room or university issued locker in order to conduct a police action are normally done by student consent that has been given freely and intelligently. University Police may gain entrance without the prior consent of the student for the following reasons:

1. Police reasonably believe that a person within the room is in need of immediate emergency aid due to injury, accident, or medical emergency.
2. Police are in pursuit of a person suspected of committing a

felony.

3. Police are in possession of a valid arrest warrant and have reason to believe that the person is inside the room.
4. Police are in possession of a valid search warrant.
5. Police action is imperative because there exists a threat of physical harm to police officers or to any other individuals.

STUDENT CONDUCT PROCESS AND REGULATIONS

PREAMBLE

Summary Statement: *The University and its students must maintain appropriate conditions for learning.*

Universities exist for the development of knowledge, the pursuit of truth, the well-balanced development of students, and the common good of society. The University must make provisions for the attainment of these goals. In so doing, the university must accept its moral, social, and legal responsibilities to the nation, the Commonwealth, the local community, and to all constituents of the academic community. Moreover, the U.S. Constitution and recent federal legislation impact the university community and add to its mandated legal responsibilities.

Within the university, freedom to learn is the student's most basic freedom and a primary concern of the entire academic community. The student should be encouraged to develop the capacity for critical judgment, to engage in a sustained and independent search for knowledge and truth, and to attain professional competence. The freedom to learn depends upon maintaining appropriate opportunities and conditions not only in the classroom but also on the campus and in the local community.

However, the freedom to learn also implies correlative responsibilities. The responsibilities fall not only upon the university, but upon the student. The first responsibility of the university as a whole, and of the student as an individual, is to secure those conditions in which learning flourishes.

The primary purpose of this document is to elaborate upon those conditions that ensure the freedom to learn responsible social behavior and to respect the rights of all members of the academic community.

I. Definitions/Terms

- A. The term "university" shall refer to East Stroudsburg University of Pennsylvania, including the local Council of Trustees, the Pennsylvania State System of Higher Education, and the Board of Governors.
- B. The term "student" shall include anyone who is registered and participating in instruction at East Stroudsburg University.
- C. The term "faculty member" shall mean any person employed by the university who holds academic or administrative rank in the APSCUF Bargaining Unit; i.e., Adjunct, Instructor, Assistant Professor, Associate

Professor, or Professor.

- D. The term "staff member" or "administrator" shall mean any person employed by the university or SAA who is not a faculty member.
- E. The term "SAA, Inc." or "SAA" shall mean the Student Activity Association or any person employed by the East Stroudsburg University Student Activity Association, Inc.
- F. The terms "organization" and "group" shall mean a number of persons who have complied with the formal requirements for official university recognition.
- G. The terms "shall" and "will" are to be used in the imperative sense, not imparting choice.
- H. The term "may" is to be deemed permissive, imparting choice.
- I. The term "university activity" shall mean any activity on or off campus that is initiated, aided, funded, authorized, or supervised by the university.
- J. Adequate Notice shall mean a minimum of five business days (Monday – Friday) when the University is open for business, even if classes are not in session.
- K. The term "duly established" shall refer to any written official procedure for the formulation of policy, implementation of policy, or the establishment of university regulations.
- L. Such policies and procedures may be established by:
 1. The Board of Governors of the Pennsylvania State System of Higher Education;
 2. The Council of Trustees together with the President of the University;
 3. The President of the University;
 4. The Student Senate;
 5. The Residence Hall Association;
 6. Such other body or person delegated to establish procedure by the aforementioned persons or bodies.
- M. The term "Adjudicator," "Hearing Officer," or "Conduct Board" shall mean any person or group given the authority to review disciplinary matters.

II. Rights To Due Process in University Disciplinary Matters and Student Code of Conduct

East Stroudsburg University shall guarantee each student due process through the conduct process within this Student Code of Conduct. These guarantees include:

- A. Adequate notice in writing of the charge(s) violating the Student Code of Conduct;
- B. A hearing where the student is given the opportunity to have the charge(s) heard and addressed; and
- C. The opportunity for the student to appeal a conduct decision(s) if rendered in a formal hearing.

III. General Statement

Summary: *This standard of conduct has been established for the benefit of students and the entire academic community to create an atmosphere that is conducive for living and learning.*

- A. A representative committee of students, faculty, and administrators of East Stroudsburg University developed the following Student Code of Conduct to provide an academic community free from harassment and physical violence; to ensure all students are aware of the policies which govern them; and to maintain justice by the proper application of due process.
- B. The University does not condone any severe or pervasive behavior, threat, or act that interferes with a student's education or university-related activity. Such activities may include, but are not limited to: threatening or harassing any person or group on the basis of race, ethnicity, religion, gender, sexual orientation, or disability.
- C. This Code of Conduct is established by the President and Council of Trustees of East Stroudsburg University in accordance with authority granted in Article XX-A of The Public School Code and the regulations of the Board of Governors of the State System of Higher Education, 22 PA. Code, Ch. 505. Should any part of this Code be determined to be in violation of any federal, state, or local law, then only that portion of the Code that is in contravention of the law will be voided and the remaining provisions of this Code shall remain in full force and effect.

IV. Violations

1. Academic Misconduct:
 - a. During a test or examination, using anything not authorized by the instructor.
 - b. Providing or receiving assistance in an examination, test, assignment, paper, or project in a manner not authorized by the instructor.
 - c. Buying, selling, stealing, or engaging in unauthorized exchange, or using any tests or examinations in advance of their administration.
 - d. Buying, selling, stealing, or engaging in unauthorized exchange, or improperly using any assignments, papers, projects, or course materials.
 - e. Presenting as one's own, the ideas or works of another person(s) - scholastic, literary, or artistic—in whole or in part, without proper and customary acknowledgment of sources.
 - f. Falsifying or inventing information, data, or research material.
 - g. Obtaining information in a way contrary to the stated policies of the course and/or the University as stated herein.
 - h. Attempting to bribe or coerce any university employee or student in order to gain academic advantage.
- i. Colluding with others in order to circumvent academic requirements.
- j. Substituting for another student, arranging for substitution by another student, or misrepresenting oneself as another person for a required class activity.
- k. Altering or forging university academic records, or forging faculty, staff, or administrative signatures on any university form or letter.
- l. Presenting recycled work from a previous assignment, class or academic institution for course credit.
2. Forgery, alteration, misuse, or falsification of University forms, records, or systems including but not limited to the misuse or transfer of identification cards, either electronic or physical.
3. Misuse or unauthorized use of university computers, or violating the stipulations of the ESU Computer Policy ([click here](#)).
4. Deliberate destruction, damage to, malicious misuse, or abuse of public or private property.
5. Assault and/or battery upon another person or the threat thereof. Inflicting or attempting to inflict harm to another person while engaging in intentional or reckless behavior.
6. Non-Sexual Harassment or intimidation of any person in a manner that causes that person to feel their health and safety is endangered. This includes but is not limited to cyberbullying and bullying.
7. Sexual Misconduct, Sexual Harassment, or Gender Discrimination ([click here](#)).
8. Theft or attempted theft of public or private property. This includes but is not limited to shoplifting, passing bad checks, theft of services, credit cards, debit cards, identity theft, and receiving stolen property.
9. Lewd or indecent conduct, including but not limited to public nudity, public urination, and making obscene gestures, telephone calls, or messages.
10. Violation of the Narcotics and Drug Policy including illegal use, possession, or sale of illegal narcotics, drugs, synthetic substances, or drug-related paraphernalia. No student may possess, consume, or be in the presence, with knowledge, of illegal narcotics, drugs, synthetic substances, or drug-related paraphernalia ([click here](#)).
11. Violation of the Student Alcohol Policy ([click here](#))
12. Possession or carrying of a weapon on campus in violation of the University Weapons Policy or PASSHE weapons policy.
13. Unlawful obstruction of freedom of passage in corridors, exits, entrances, stairways, walkways, lobbies, lounges, and rooms of University buildings and grounds, or willful occupation of any portion of a University building or ground that restricts the freedom to utilize the same in accordance with its intended and regular purpose.
14. Unauthorized entry or exit and/or use of campus facilities;

unauthorized presence in campus buildings, rooms, or other areas. In cases where unauthorized access is given by another student, that student will also be considered in violation of this regulation.

15. Failure to participate as directed in the disciplinary process.
16. Citations or convictions or violations of local, state, or federal law.
17. Failure to follow the directions of University officials made in the performance of their duties. This includes, but is not limited to, failure to accurately identify oneself when requested, or failure to open a residence hall door when requested.
18. Disorderly conduct including behaving in a manner that interferes or limits the ability of other students, employees, or guests to engage in a climate conducive to living, learning, and working.
19. Violation of campus safety or parking regulations.
20. Violations of the Hazing Prevention Policy or any local, state, or federal hazing statute or regulation ([click here](#)).
21. Failure to comply with assigned disciplinary sanctions.
22. Misuse of any university communications equipment, services, or transmissions.
23. Violation of the Tobacco Policy ([click here](#)).
24. Knowingly providing false or misleading information to a university official.
25. Failure to take responsibility for the actions of one's guest. Students are responsible for violating any University policy or code committed by their guests.
26. Knowingly assisting someone in the violation of a regulation, policy, or code.
27. Illegal gambling, as defined by applicable state or federal law.
28. Unauthorized use of the university name, logo, or other symbols of the university.
29. Retaliation against any individual on the basis of a good faith report made by such individual, or on the basis of such individual's participation in an investigation or hearing.
30. Violation of Residence Hall Information and Policies ([click here](#)).

V. Jurisdiction Off Campus

Students involved in incidents on or off campus that are suspected or determined violations of the Student Code of Conduct may be referred to the Student Conduct Office for review and potential University action. This includes attendance at ESU-sponsored/affiliated events (seminars, conferences, competitions, programs, internships, etc.).

VI. Disciplinary Sanctions

The following are actions that may be applied to disciplinary cases. These sanctions are not progressive in nature. More than one sanction may apply.

- A. Restitution: The student is required to make payment for replacement or repair for damages to public or private property, in addition to other disciplinary sanction(s).
- B. Campus/ Community Service: The student is required to complete a specified number of hours of service to the campus/community in conjunction with appropriate educational sanctioning. When possible, the service provided shall be related to the disciplinary infraction.
- C. Educational Sanctions: May include but not be limited to alcohol and/or other drug education and/or counseling; anger management education; referral to Counseling and Psychological Services and/or University Health Services. Other educational sanctions may include writing a paper, presenting a program, interviewing someone, designing a bulletin board, checking fire safety equipment, and/or attending an assigned workshop. The student must provide documentation of satisfactory completion of assigned sanction(s).
- D. Alcohol Policy and Illegal Drug Violations: Parental notification will be rendered for students under 21 years of age in violation of the alcohol or drug policy.
- E. Holds on Records: A hold may be placed on student records indicating that the student is not in good standing due to a Student Code of Conduct violation. If a hold is placed on a record, the Registrar may prohibit the student from registering or receiving an official transcript or a diploma until the conditions of the hold have been met. Holds on student records will be initiated and released by the Vice President for Student Affairs or his/ her designee.
- F. Official Warning: A mild form of reprimand. Such a warning indicates to the student that future violations during the period covered by the warning may result in a more stringent sanction. An official warning shall not normally exceed two semesters.
- G. Residence Hall Probation: Students may have their hall privileges limited for a specified length of time, may be denied access to a particular residence hall(s), or may be denied access to certain areas or services within the hall(s). Residence hall probation may be applied for the remainder of the semester, but shall not exceed two semesters.
- H. Housing Suspension: The student is removed from university housing for a specified time. A resident dismissed from campus residence for disciplinary reasons is not eligible for a refund of room fees. Removal from campus housing requires that students properly check out of their room in accordance with existing university procedures and within the time frame established by the Office of Student Conduct and Community Standards/designee. Students are prohibited from re-entering any University housing without approval of the Office of Residence Life and Housing once they have officially checked out.
- I. Disciplinary Probation: A serious form of reprimand that

indicates to a student that future violations of the Student Code of Conduct may result in Deferred Suspension, Suspension, or Expulsion from the University. This sanction may limit the student in a manner prescribed by the adjudicator (Student/Faculty Conduct Board, Coordinator of Student Conduct and Community Standards/his/her designee, or the Vice President for Student Affairs). Disciplinary probation may be applied for the remainder of the semester, but shall not exceed two years. Disciplinary Probation is not noted on the official transcript, but is recorded and maintained in the conduct records of the student.

- J. **Deferred Suspension:** This is the most serious level of disciplinary sanction short of Suspension or Expulsion. The student is considered “not in good standing” with the University. The student’s continued enrollment depends upon the successful maintenance of satisfactory behavior and completion of other mandated sanctions, if applicable, during the specified time of deferred suspension. Deferred Suspension may include denial of campus privileges. Deferred Suspension may be applied for the remainder of the semester, but may not exceed two years. Deferred Suspension is not noted on the official transcript, but is recorded and maintained in the student’s file.
- K. **Suspension:** The student is suspended from the University for a definite period of time. When the period of suspension is completed, the student may be allowed to return to the University under stipulation(s) provided by the Vice President for Student Affairs. The Vice President for Student Affairs will review the student’s progress prior to readmission. Suspension may be for as little as the remainder of a semester, but is not to exceed two years. Suspension is not noted on the official transcript, but is recorded and maintained in the student’s file.
- L. **Expulsion (Dismissal):** The student is separated from the University completely. The student is not eligible to return to the university. Expulsion is not noted on the official transcript, but is recorded and maintained in the student’s file.

VII. Interim Suspension

When there is reason to believe that a student with pending conduct charges presents an immediate and significant threat to the safety and well-being of other persons or property, the student may be suspended pending the formal disposition of his/her disciplinary case. A decision to impose an interim suspension is made by the Director of Student Conduct and Community Standards with the approval of the Vice President for Student Affairs, the President or their designees. The Director will meet with the student to discuss the interim suspension and the formal hearing process prior to the hearing. If the student is suspended under these conditions, a formal hearing, as outlined under Hearing Options, shall be convened within five working days from this meeting, unless extenuating circumstances warrant an extension.

VIII. Jurisdiction

- A. The Director of Student Conduct and Community Standards / Designee and the Student Faculty Conduct Board have

been given the authority to conduct campus disciplinary hearings in all cases involving a breach of University regulations except:

- 1. Any case that possibly affects or impacts the health, safety, and welfare of students, employees or other University community members.
 - 2. When informal disposition of the disciplinary matter is mutually agreed to by the student and the Director of Student Conduct / designee.
- B. Designees, as noted in Section A, above, may be members of the university professional staff or members of the University faculty.

- IX. In all cases involving sexual misconduct, only a formal hearing option is permitted.

X. Hearing Options

The University conducts hearings for student involved in incidents that may require disciplinary action. The Director of Student Conduct & Community Standards or designee will meet with the student/representative for a pre-hearing meeting to review all charges, hearing options, and the range of potential sanctions. The student has the right to choose from the hearing options listed below. Cases that the Director of Student Conduct determines potentially may result in suspension or expulsion cannot be heard informally. Cases of alleged academic misconduct may only be heard by a Student/Faculty Conduct Board or in a Formal Hearing with a faculty hearing officer. These hearings merely decide if a student is responsible for any given charge; they do not determine guilt or innocence.

- A. **Option One: Formal Hearing with the Student/Faculty Conduct Board (SFCB)**

This is a formal hearing conducted by the SFCB. The board shall be structured as follows:

- 1. **Students** - The Student Senate shall appoint a minimum of ten student members to the SFCB. If the Student Senate fails to appoint ten student members by the thirtieth day of the semester, the Office of Student Conduct and Community Standards will appoint students to fill the empty positions.
- 2. **Faculty** – The faculty union (APSCUF) shall appoint ten faculty members to the SFCB.
- 3. **Chair** – A chairperson will be selected for each hearing by the members of the SFCB. Either a student member or a faculty member may hold this position. The chair’s role is to facilitate the hearing process. The chairperson’s vote will be equally counted in the decision-making process of the SFCB.
- 4. **Quorum** - three members of the SFCB shall constitute a quorum at a formal hearing. A quorum must be comprised of at least one faculty member and one student member. A student may waive the right to quorum.
- 5. **Conflict of Interest** – A member of the SFCB may not hear a particular case if a potential conflict of interest

exists.

6. Orientation / Training – Each member of the SCFB must attend the SFCB orientation / training.
7. Eligibility of Board Members – The criteria for eligibility to serve on the SFCB can be found in the Office of Student Conduct and Community Standards.
8. Scheduling Hearing - It should be noted that after the last meeting of the Student Faculty Conduct Board for each semester and during summer sessions, all Student Code of Conduct violations and referrals are handled through formal hearing by the Coordinator of Student Conduct and Community Standards/designee or by an informal hearing. The SFCB may not be an available option after the 10th week of either the Fall or Spring Semester.

B. Option Two: Formal Hearing with the Director of Student Conduct and Community Standards/designee

This is a formal hearing conducted by the Director of Student Conduct and Community Standards / designee. The Director of Student Conduct and Community Standards may elect to assign other campus administrators to review the case for this formal hearing. Academic misconduct hearings are conducted by a University faculty member.

C. Option Three: Informal Hearing with the Director of Student Conduct and Community Standards/ designee

A university staff member will conduct this hearing. Before a case can be adjudicated in this format, the student must sign a waiver to a formal hearing process admitting some responsibility to pending disciplinary charges. There is no appeal process available for this option.

D. Mediation: When appropriate and agreeable to all students involved, a mediation process may be conducted in lieu of an adjudication of Code of Conduct violations. The Director of Student Conduct & Community Standards/designee will determine when the mediation process may be an option.

E. Restorative justice will be implemented as often as is possible.

XI. Discipline Procedural Due Process

The disciplinary process for a student begins when a written report alleging a violation of the Student Code of Conduct or a report of violations of local, state, or federal law is presented to the Director of Student Conduct & Community Standards by any member of the University community and/or outside of the University community. The student alleged to have violated University regulations must then meet with the Director of Student Conduct & Community Standards/designee to discuss the referral.

A. Informal Hearing Process

At an informal hearing, the student waives the right to a formal hearing, the right to an advisor, presentation of witnesses, and redress through appeal. A statement

admitting some responsibility must be signed before this hearing begins. The hearing, which is not recorded, is adjudicated by the Director of Student Conduct & Community Standards/designee. The student and the adjudicator will review all information concerning the alleged violation and the student will speak on his/her own behalf. After the informal review, the adjudicator may reach one of the following decisions:

1. Student is responsible as charged;
2. Case dismissed; or
3. Case continued pending further investigation by the hearing officer.

The decisions rendered in an informal hearing are final. There is no appeal option for the student. The adjudicator who adjudicated a case informally may be asked to reconsider the decision. After review of the request, the adjudicator may consult with the Office of the Vice President for Student Affairs and decide to: vacate (set aside), remand (send back), or otherwise modify decisions.

A request for reconsideration must be made by the student in writing and delivered to the Director of Student Conduct and Community Standards/ designee within five (5) working days after the final decision. Requests for reconsideration submitted by others on behalf of the student will not be accepted.

B. Formal Hearing Process

Prior to a formal hearing, a student may make an appointment to review any file information related to the charges. At a formal hearing, the student or representative(s) of the organization may be advised and accompanied (but not represented) by a member of the University community or by legal counsel procured at the student's expense. Legal guardians and/or related family members may not serve as an Advisor. The advisor only may consult and interact privately with the student. During the hearing, the burden of proof shall be the responsibility of the University. The decision rendered by the SFCB or Administrative Hearing Officer during a formal hearing shall be based solely upon the evidence or testimony presented in the hearing. This is a recorded hearing where witnesses may be called to testify. The defendant's witness(es) must have pertinent information to the case. (Character witnesses will not be permitted.) The deliberations of the SFCB or Administrative Hearing Officer are not recorded for review.

The hearing shall be conducted as follows:

1. The student shall appear at the hearing.
2. Any student who is subject to a formal disciplinary hearing must be informed in writing of both the nature of the breach of University regulations and of the time and place for the hearing by the Director of Student Conduct and Community Standards/Designee at least five working days in advance of the hearing. Notification will be to the student's ESU e-mail account.

3. Students are not permitted to bring cell phones or recording devices into the hearing room except when evidence is located on the device (e.g., text message review, recordings of messages, etc.).
 4. All evidence and testimony will be admissible at the sole discretion of the adjudicator(s).
 5. The accused is expected to be present throughout the entire proceedings, excluding deliberations. If the accused has had proper notice of the time and location of the hearing, and the accused fails to appear at the hearing, the hearing may go forward and a decision rendered based on submitted materials and witness testimony.
 6. Witnesses may appear for either side at the hearing. The University may require a student to appear as a witness at a disciplinary hearing. The adjudicator(s) has the sole authority to determine the appropriateness and number of witnesses appearing.
 7. In matters involving acts of violence and/or alleged sex offenses, the accuser and accused are entitled to have an advisor present during the disciplinary hearing, and both the accuser and the accused shall be informed of the outcome of the disciplinary hearing. The accuser may be present throughout the entire proceedings, excluding deliberations.
 8. Prior to presenting any testimony, each witness must submit to an oath where he or she swears or affirms the truth of the statements to be made. The following oath will be used:

“Do you solemnly swear, or affirm, that the testimony you are about to give is the truth, the whole truth, and nothing but the truth?”
 9. The usual order of hearings:
 - a. The charge is stated in the presence of the accused, except in cases where the accused has failed to appear.
 - b. The case shall be presented on behalf of the University by a representative of the Office of Student Conduct and Community Standards, offering all supporting evidence and presenting witnesses providing testimony.
 - c. The accused shall present his or her case by offering all supporting evidence and presenting witnesses providing testimony.
 - d. Deliberation.
 - e. Decision recommended by the adjudicator(s).
 - f. Appearance of the accused to hear the decision and to be advised of the appeals process.
 10. The SFCB/ Administrative Hearing Officer may recommend one of the following to the Vice President for Student Affairs:
 - a. Responsible as charged, with recommendations for sanction(s).
 - b. Not responsible.
 - c. Case continued pending further investigation.
 - d. Case referred to the Vice President for Student Affairs for decision without a specific recommendation by the SFCB/ Administrative Hearing Officer.
 11. If during a hearing additional violations are brought to light, new charges will be filed and a new hearing may be scheduled.
 12. All “Disciplinary Incident Notification Forms,” that refer to the outcome recommendation of a hearing, shall include the “exit date” next to the signature of the adjudicator that reflects the date on which the copy of the adjudication recommendation was provided to the student.
 13. A recording of the hearing may be obtained at the expense of the student.
- For cases Involving Sexual Misconduct the following apply:**
1. All incidents of sexual misconduct must be reported to the Title IX Coordinator. Follow-up investigation may result in pursuit of the case through the Office of Student Conduct, the University Police and/or local police in both or either jurisdiction. The accuser has the right to not report sexual misconduct to University Police and/or local police if he or she chooses
 2. In cases where sexual misconduct is alleged when a student is participating in a study abroad program or off campus internship, it is incumbent upon the supervising faculty member to consult with the University Title IX Coordinator about the incident and implementation of the appropriate next steps in support of the accuser and to assure due process for the accused.
 3. Every effort will be made to provide confidentiality to the accuser.
 4. The accuser will be free from intimidation or harassment by the accused or others.
 5. Retaliation against any individual on the basis of a good faith report made by such individual, or on the basis of that individual’s participation in an investigation, hearing, or final disposition of the sexual misconduct investigation.
 6. Both the accused and accuser have the right have to one adviser of their choice present at all steps of the process and at the student’s personal expense. The adviser may include a parent, guardian, or attorney. The adviser may not speak on the accused’s or accuser’s behalf.
 7. The accuser has protection against discussion of past sexual history during the hearing.
 8. Both the accused and accuser have the right to be

informed of the outcome of the hearing in writing. The accuser has the right to know the sanction imposed if the accused is found responsible for sexual misconduct and when the sanction directly relates to the sexual misconduct.

9. The accused and the accuser have the right to make up any academic work missed while participating in the university conduct processes. The accuser has the right to make up any academic work missed while participating in the criminal proceedings.
10. The accuser or witness who is under the influence of alcohol or drugs at the time of the incident of the sexual misconduct generally will not face disciplinary charges from the University or from the ESU Police Department for underage drinking or drug use.
11. Both accused and accuser have the right to appeal.

XI. Decision

All decisions of the SFCB/Administrative Hearing Officer are final for all sanctions up to and including suspension. In cases that result in Expulsion from the University, the decision of the SFCB/Administrative Hearing Officer will be a recommendation to the Vice President for Student Affairs / designee for non-academic cases or the Provost / designee for Academic Integrity Cases. The Vice President for Student Affairs or the Provost will render a final decision on the case within ten (10) working days of the hearing, unless justifiable circumstances make adherence to this time frame non-feasible.

XII. Appeals of Formal Hearings

Appeals are decided by the Vice President for Student Affairs / designee for non-academic cases, the Provost / designee for Academic Integrity Cases, or the President/designee in cases that result in Expulsion.

Appeals must be made in writing by the student and delivered to the Office of Student Conduct Office and Community Standards within five (5) working days after the decision of the hearing body. Letters of appeal submitted by others on behalf of the student will not be accepted. Upon receipt of the written appeal, the Office of Student Conduct and Community Standards will submit the appeal to the Office Vice President for Student Affairs, Provost or President and defer the imposition of the sanction(s) pending the decision on the appeal. Appeals must be based on:

- A. Lack of due process;
- B. Lack of substantial evidence; or
- C. New evidence that has become available that would substantially change the nature of the case
- D. Severity of sanctions only if the sanction resulted in one or more of the following: loss of eligibility to live in and/or visit University-owned/operated housing, suspension, and/or expulsion.

The appeal will be reviewed by either the Vice President of Student Affairs (or their designee) for non-academic misconduct or the Provost (or designee) for academic

misconduct. In the case of Expulsion only, the case will be reviewed by the President of the University (or designee). After reviewing the evidence, the Vice President, Provost, or President may recommend the following:

- A. Uphold the decision;
- B. Alter the decision and/or sanction that has been imposed;
- C. Return the matter to the Office of Student Conduct and Community Standards for re-adjudication; or
- D. Overrule the decision and dismiss the case.

The Vice President, Provost, and President have wide latitude to investigate any matter under appeal. The student appealing consents that as part of the appeal process and the Vice President, Provost, or President may request additional information and may have any documents submitted by the student reviewed by third parties (e.g. University Health Services, University Legal Counsel, Counseling and Psychological Services, etc.) as part of the investigation process.

Decisions on appeal will be rendered by the Vice President, Provost, or President within ten (10) working days, unless justifiable circumstances make adherence to this time frame infeasible.

The decision of the Vice President, Provost, or President will be final and may not be appealed.

XIII. Former Students

If an alleged violation occurred while an individual was a registered ESU student, the student will be held responsible for having the case adjudicated. Should the former student fail to participate in the disciplinary process, a HOLD may be placed on the student's file records until the case is resolved.

XIV. Standard of Proof

The standard of proof in all disciplinary hearings will be decided by the "preponderance of the evidence" standard, which is commonly known as "more likely so than not." This is the standard of proof used in civil actions. The criminal standard of evidence, "beyond a reasonable doubt," will not be applied in any campus disciplinary procedure.

XV. Provision for Amendments

A committee of students, faculty and administrators will review this document biannually. The Vice President for Student Affairs will appoint the chair and members of the review committee. Such a review process, in cooperation with the Vice President, will facilitate making timely changes to better meet the needs of the academic community. All recommendations for changes must be forwarded to the President of the University and to the Council of Trustees for approval.

XVI. Student Organizations

All student organizations at ESU – Student Activity Association (SAA) or the university - are governed by the same policies and codes as students. Individuals who participate in an organization, and whose actions contribute to violation of university policies and regulation will be adjudicated under the

ESU Student Code of Conduct, separate from any organizational violation.

Violations, procedures, and processes governing student conduct and set forth in the ESU Student Code of Conduct will govern all student organizations. The following sanctions for organizations will be substituted for those in the Student Code of Conduct:

Sanctions:

- a. Restitution: The organization is required to make payment for replacement or repair for damages to public or private property, in addition to other disciplinary sanction(s).
- b. Campus/Community Service: The organization is required to complete a specified number of hours of service to the campus/community in conjunction with appropriate educational sanctioning. When possible, the service provided shall be related to the disciplinary infraction.
- c. Educational Sanctions: Educational sanctions as determined by the conduct board.
- d. Disciplinary Probation: A serious form of reprimand that indicates to an organization that future violations may result in Deferred Suspension, Suspension, or Expulsion from the University/SAA. This sanction may limit the organization in a manner prescribed by the conduct board. Disciplinary probation may be applied for the remainder of the semester, but shall not exceed two years.
- e. Deferred Suspension: This is the most serious level of disciplinary sanction short of suspension. The organization is considered "not in good standing" with the University/SAA. The organization's continued status as an organization depends upon the successful maintenance of satisfactory behavior and completion of other mandated sanctions, if applicable, during the specified time of Deferred Suspension. Deferred Suspension may include denial of campus privileges as specified by the conduct board. Deferred suspension may be applied for the remainder of the semester, but shall not exceed two years.
- f. Suspension of Organization Recognition: University/SAA recognition is suspended for a specified length of time not to exceed four academic years. During the time of suspension, the organization will cease to function at the university and will be denied all benefits of university recognition including, but not limited to, new member recruitment. In order for the organization to regain its status after suspension, it must demonstrate evidence of organizational changes intended to eliminate the potential for repeated violations of the Code of Conduct or any other applied university policy.
- g. Termination of Organization Recognition: University and SAA recognition status is lost and the relationship between the organization and the university is terminated indefinitely. The organization and any part of its membership will cease to function at the university. The Vice President for Student Affairs and the Executive Director of SAA may review the potential for the organization's return to campus after a minimum of seven academic years from termination of status.

- h. Organizations that are part of a larger organization (e.g. league and club sports, Interfraternity Council, etc.) and which are found responsible for violation of the Code of Conduct may face harsher sanctions by those governing bodies than those imposed by the conduct board.

The following procedures will be substituted for those in the Student Code of Conduct.

Interim Suspension:

When there is a reason to believe that an organization with pending conduct charges presents an immediate and significant threat to the safety and well-being of other persons or property, the organization may be suspended pending the formal disposition of its disciplinary case. The convening of any formal hearings regarding the interim suspension of an organization will normally take place prior to completion of all investigative procedures. Student organizations facing interim suspension will have their recognition as a student organization removed immediately and while the investigation is ongoing. While on interim suspension, the organization will not be afforded the privileges of a recognized organization.

Hearings:

All disciplinary hearings for organizations will be adjudicated by a formal conduct board. The conduct board will be comprised of a minimum of one administrative representative from the Student Activity Association, one representative from the university, and one student representative (to be chosen from the SFCB pool).

Appeals:

Appeals will be heard jointly by the Vice President of Student Affairs and the Executive Director of the Student Activity Association or their designee(s).

Provision for Amendments:

A committee of students, members of SAA and the university will review this organizational code of conduct biannually. The Vice President for Student Affairs and Executive Director of SAA will appoint the members of the review committee. All recommendations for changes must be forwarded to the Vice President for Student Affairs and Executive Director of SAA for approval.

MOTOR VEHICLES AND PARKING

Introduction

To provide for a safe, secure, equitable operation, and for the control of motor vehicles on the campus of East Stroudsburg

University, those utilizing motor vehicles on campus must follow a common set of rules and regulations. The Pennsylvania Crimes Code (Title 18) of 1972, Section 7505; Act 34 of 1949; and Act 188 of 1983 authorizes all Commonwealth agencies to regulate and enforce motor vehicle traffic and parking on Commonwealth property. A motor vehicle is defined as any self-propelled vehicle.

Policy

All motor vehicles parking on campus must be registered with the University Security/Parking Office. Applicants for registration of a

vehicle must possess a current driver's license and a current state vehicle registration card. Any charge for registering a vehicle on campus shall be determined by the president of the university. The university and the Commonwealth of Pennsylvania assume no responsibility or liability for loss or damage to any motor vehicle parked or driven on its property.

The University Police shall have the authority to temporarily close or restrict parking or traffic flow on the ESU campus. This includes but is not limited to special events, snow removal, and athletic contests.

Proceeding by citation, summons or warrant for violations of the motor vehicle code before a magistrate shall be in accordance with the rules of criminal procedure in effect at the time of the violation.

Resident students assigned to a hall on main campus under the age of 21 or with less than 60 credits are not permitted to have a vehicle on campus. There are exceptions to this guideline. Students covered by this restriction must demonstrate a compelling need or conditions involving unusual hardship to secure a permit to have a vehicle on campus. Due to the limited number of parking spaces available, employment to supplement income will not be considered an unusual personal hardship, unless the Office of Financial Aid substantiates the verifiable need. All requests will be reviewed on a first-come, first-serve basis by the Special Parking Committee. A Special Permission Parking application must be completed along with the appropriate documentation substantiating either an academic, medical, or financial reason for the request. Applications and questions should be directed to: David Campbell, c/o Special Parking Committee, Residence Life Office, Hemlock Suites. Call 570-422-3460 or visit esu.edu/students/residence_life for details regarding the application process. Students who receive special permission must park in Lot R42 (the Gwendolyn Street Lot) at all times using Lot C/R40 (the Mary Street Lot) only when R42 is full.

Parking regulations are enforced 24 hours a day 7 days a week 365 days a year.

Failure to have read the guidelines governing all motor vehicles on the ESU campus shall not constitute a valid excuse for non-compliance.

Guidelines and Procedures

Resident Parking Eligibility

Resident students assigned to a hall on main campus under the age of 21 or with less than 60 credits are not permitted to have a vehicle on campus midweek. They are however permitted to park a vehicle in commuter lot C38 only (behind Kemp Library) from 3:30 pm Friday through 10:00 pm Sunday providing they **first** obtain a weekend parking permit from the parking office. There are exceptions to this guideline. Students covered by this restriction must demonstrate a compelling need or conditions involving unusual hardship to secure a permit to have a vehicle on campus. Due to the limited number of parking spaces available, employment to supplement income will not be considered an unusual personal hardship, unless the Office of Financial Aid substantiates the verifiable need. All requests will be reviewed on a first-come, first-serve basis by the Special Parking Committee. A Special Permission Parking application must be completed along with the appropriate documentation substantiating either an academic, medical, or financial reason for the request. Applications and questions should be directed to: David Campbell, c/o Special Parking Committee, Residence Life Office, Hemlock Suites. Call 570-422-3460 or visit esu.edu/students/residence_life for details regarding the application process. Students who receive special permission must park midweek in Lot R42 (the Gwendolyn Street Lot) using Lot C/R40 (the Mary Street Lot) only when R42 is

full. From 3:30 pm Friday through 10:00 pm Sunday students displaying a Special Permission permit may also park in commuter lot C38 behind Kemp Library.

Vehicle Registration

Each semester and summer session, students shall register their vehicles within one week of the first day of classes as determined by the university Undergraduate Catalog. Students will be assigned to student parking areas and must park in those appropriate areas. Any student who acquires the use of a vehicle after the regular registration period must register the vehicle immediately upon bringing the vehicle on campus for the first time. Replacement of, or additional, vehicles must be registered within the first business day of bringing the vehicle to campus for the first time.

Upon sale, trade or other disposition of any vehicle displaying any type of current parking permit, and replacing it with a new vehicle, the owner/operator shall be responsible for updating the vehicle information through the MyESU Portal or by contacting the Security/Parking Office. If not replacing the sold, traded, or disposed vehicle, the owner/operator shall be responsible for the removal and return of the parking permit to the Security/Parking Office. Furthermore, when an employee terminates employment or retires, the employee must turn in the hangtag to university police.

Parking Permits

All vehicles parking on campus must properly display a valid decal, hangtag or permit designated by type. Students may purchase a permit online through the MyESU Portal or by completing an In-Person Transaction form at the Security/Parking Office authorizing the charge to be placed on their student account.

Student Parking Permit Fees

The following fees are in effect and are subject to change:

Commuter permits: If purchased before 8/19/18 - \$70/semester or \$100 /year (commuter permits purchased before 8/19/18 will be mailed to the address remitted at the time of purchase)

Commuter permits: If purchased after 8/19/18 - \$100/semester or \$150/year (commuter permits purchased after 8/18/18 must be picked up at the Security/Parking Office)

Resident permits: \$70/semester or \$100/year

Special Permission permits: \$70/semester (must reapply each semester)

University Ridge permits: \$70/semester or \$100/year

All resident permits must be picked up at the Security/Parking Office.

Currently there is no charge for parking in any student lot during the summer break.

Violations

It is not possible to mark with signs or paint all areas where parking is prohibited. However, the following guidelines will be strictly enforced. You may not park a vehicle or permit it to stand attended or unattended:

- Without displaying a valid permit
- In reserved spaces without a proper permit
- In "No Parking" areas
- Inside any stadium or on any athletic field

- In a handicapped space without a valid plate or placard
- In fire lanes, fire exits or within 15 feet of a fire hydrant
- Blocking doorways
- In loading zones unless actually loading or unloading. Flashers **must** be on and time is limited to 20 minutes. Loading vehicles may not violate any provisions of the Pennsylvania State Vehicle Code, and may not park in any posted space
- In service entrances, construction sites, or spaces reserved for maintenance vehicles
- On lawns, sidewalks, crosswalks, parking lot driveways and curb cuts for persons with disabilities or straddling painted lines
- Within 30 feet of a stop sign
- In areas where the permit is not valid
- Over or adjacent to curbs painted yellow
- Against the flow of traffic
- On roadways, in traffic lanes or within intersections
- Operates a motor vehicle on a highway at a speed in excess of the maximum posted limit;
- Operates a motor vehicle on any highway which is posted as closed to motor vehicles;
- Operates a motor vehicle on a designated snow emergency route during a declared snow emergency without snow tires or chains;
- Operates a motor vehicle being used for business or commerce without specific written approval from an authorized official of the university;
- Operates a motor vehicle so as to cause noise which is unreasonably loud, raucous, jarring, disturbing or a nuisance to persons within the area of audibility;
- Operates a motor vehicle on university grounds other than roads or other areas designated for the operation of motor vehicles;
- Operates a motor vehicle so as to disobey the directions of any traffic signal or sign, unless otherwise directed by a police officer;
- Parks a motor vehicle in a designated accessible space and the operator of said vehicle is not disabled or transporting a disabled person. Vehicle must display an accessible plate, permit or placard.

Any person who is issued a University parking permit in violation of the following guidelines or a person who uses or displays it shall be issued a ticket for fraudulent registration. The giving of false information to the Security/Parking Office to obtain a parking permit may result in prosecution. Refunds will not be issued for fraudulent permit purchases. Fraudulent registration includes but is not limited to:

- Multiple vehicle registration for the same period, except as permitted by University guidelines.
- Registration of a vehicle which is to be used by a person who is not authorized a permit for University parking.
- Use of a "Temporary Permit/Day Pass" by Faculty, Staff, or Student unless the Security/Parking Office authorizes the use.
- Alteration to or counterfeit of a permit.
- Displaying someone's permit on a vehicle which is not authorized to be registered for a permit.
- Misrepresentation of an individual's eligibility (including local address) to secure a University parking permit.

Parking Fines

- Unauthorized parking in handicapped space: \$100 - \$200
- Fraudulent registration: \$50 + Loss of parking privileges
- Parking on grass: \$25 + Damages
- Parking outside designated space: \$25
- Parking against the flow of traffic: \$25
- Parking less than 15 feet from a fire hydrant: \$25
- Parking within 30 feet of a stop sign: \$25
- Parking in a Reserved Space: \$50
- Misuse of a parking permit: \$50
- Improper display or failure to display a valid parking permit: \$25
- Boot Removal: first offense \$50, second offense \$100, third offense \$150 within an academic year (each additional offense after the third is also \$150)
- All other parking violations: \$25
- Moving violations: \$50.00 - \$200.00 (ESU citation)

A person commits a summary offense if he/she does any of the following on the university campus:

Any person in violation of the above rules shall be subject to a fine not to exceed \$100. Said payment shall terminate any further prosecution of said offense. Failure to pay the penalty within 10 business days may result in a Commonwealth citation being filed with the District Magistrate incurring additional fines plus costs of prosecution. (This guideline does not preclude a police officer from issuing a Commonwealth traffic citation instead of proceeding with a University citation).

The Chief of Police or Director of Parking and Transportation shall provide the name of any student charged with 10 parking or moving violations in any semester to the Office of the Vice President for Student Affairs for disciplinary action. A hold will be put on a student's records if he/she is delinquent in paying any fines to the university. The student's records will remain on hold until the fines are paid in full.

Booting, Towing and Impounding

The University reserves the right to immobilize (boot) or to remove and impound abandoned vehicles or any vehicle found on campus:

- With three or more unpaid parking tickets
- With an unauthorized, altered or revoked permit
- Without a license plate
- With an expired license plate/vehicle registration
- Parked in driveways, fire lanes, reserved or service vehicle spaces, and reserved lots
- In repeated violation of parking guidelines
- Blocking a loading dock or trash dumpster
- Parked in an area designated as a construction zone or in an area which requires emergency repairs
- Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment

The owner will be responsible for costs involved in removing, impounding and storing such a vehicle, including any expenses charged by the towing company as a "show-up" fee or road service fee. Boots will not be removed until all fines/fees owed to the University have been satisfied.

- The owner or operator will have 72 hours from the date the immobilizing device was placed on the vehicle to make payment in full for any unpaid tickets (if applicable) plus an additional fee for the removal of the immobilizing device.
- The boot removal ticket fines are as follows: \$50 for the first offense, \$100 for the second offense, and \$150 for the third offense within an academic year (each additional offense after the third is also \$150).
- If the total amount of fines and fees are not paid within 72 hours, the vehicle may be towed off campus.
- The owner/operator of the vehicle will pay the towing and storage fees at the office of the designated tower.
- The owner/operator must first report to the University Police Department or Security/Parking Office for a release form prior to the release of the vehicle from the towing company.
- Prior to receiving the release form all fines/fees owed to the University must be paid.

Tow-away areas shall be posted with tow-away signs. No vehicle shall be removed under the authority of this policy if, at the time of removal, the owner/operator expresses a willingness and intention to immediately remove said vehicle and pay any appropriate charges due.

For a complete listing of campus parking guidelines visit: esu.edu/parkingguidelines.

SAFETY REMINDERS

Safety Reminders from the University Police

Adapted from guidelines by the Pennsylvania Crime Prevention Practitioners Association

At home, your family takes responsibility for the safety of its members, its dwelling, and its property. At ESU, you are living in a much larger "family" whose members are also responsible for their own and each other's safety.

In the larger university family, each member must take extra care to ensure the safety of everyone. No member of the university community should feel afraid, but all members should exercise ordinary prudence.

The University Police Department has been established to protect you and everyone at ESU, but many safety factors are under your control.

Here are some reminders of common-sense precautions you can take. Your home is as safe as you make it. So is your university.

In Offices, Classrooms, Libraries, or Laboratories

Always keep personal belongings in view.

Keep petty cash and other valued items in a locked drawer.

Keep your purse with you or in a locked cabinet or drawer. Never leave it in, on top of, or underneath a desk.

Never prop doors open, especially fire doors, even for a short time.

Avoid working or studying alone in a building at night.

Report anyone who behaves suspiciously to the University Police. Remember his or her appearance and relay the information to the dispatcher.

Advise the University Police of any hazards or security problems.

On the Street

Stay in well-lit areas. Walk at the mid-point between curbs and buildings. Stay away from alleys, entries, and bushes.

Walk with someone whenever possible. Participate in the buddy system. Use the Escort Service if you must travel after dark. It's worth the wait. The Escort Service may be reached by dialing 1-2-3 from a campus phone, or by call 570-422-2000.

If you are followed, act suspicious. Keep looking behind you and you may discourage the follower. If someone is following you on foot, cross the street, change directions, or vary your pace. If someone in a car follows you, turn around and walk in the opposite direction. If the follower persists, record the car's license number and call the police.

On Campus

Keep doors locked, even if you are away for only a few minutes, don't leave notes on your door saying that you are out.

Lock your door before you go to sleep. An unlocked door, night or day, can be an invitation to trouble.

Always keep your keys in your possession. Never place them under mats, over doors, or in any other obvious "hiding place."

Remember that most losses occur during the day. Close and lock all windows when you leave your room, especially if you are on the first floor or off a fire escape.

Keep an accurate inventory of your possessions. Engraving tools are available through the University Police.

If you should return to your residence and suspect that it has been illegally entered, do not enter. Call the University Police at ext. 3063. In the event of an emergency call ext. 2000.

If you see a suspicious person in a hallway or lounge, or if someone knocks on your door to solicit, call the University Police. Never confront or ignore a stranger.

In a residence hall, screams could sound like horseplay. In an emergency, be specific. Shout "Help," "Police," or "Fire."

In all activities, use common sense and be conscious of your surroundings.

Know your neighbors.

Don't ignore hazardous situations and don't create them for others.

Online

Keep your online information and personal site settings private and do not give access to persons you do not know or trust.

Keep your passwords secure and do not post information of a personal nature.

If you receive harassing or threatening electronic communication be sure to save the materials and report the incident to University

Police.

In Case of Fire

When the fire alarm sounds, all occupants must evacuate the building immediately using the nearest exit.

Only University Police Officers or members of the Fire Department may authorize reentry into the building.

Walking, Running and Biking

A. Rules for safe walking

1. Always use sidewalks when provided.
2. If no sidewalk exists, always walk facing opposing vehicular traffic as far as possible from the edge of roadway.
3. Always cross a roadway at an intersection or a well-defined crosswalk, and look both ways before crossing.
4. Always carry identification with you.
5. At night, do not walk alone unless absolutely necessary; walk in well-lighted areas, and wear light colored or reflective clothing.

B. Rules for safe running

1. Run on sidewalks, to the right of walkers. If sidewalks are not available, run on the shoulder of the road, facing traffic.
2. Be alert for cars at sharp curves and on crests of hills where you cannot see oncoming traffic.
3. Run in parks, on the track or on grass whenever possible. Never run alone, but do not run in large groups.
4. Communicate to your partner about oncoming traffic.
5. Wear or carry, white, bright or glow-in-the-dark clothes, if you must run at night. Be extra careful during inclement weather.
6. Observe cross walks, traffic lights, stop signs, etc. Run in place if necessary.
7. When making turns, look behind you and back over to traffic facing running side as soon as possible.
8. Do not intimidate or provoke automobile drivers. In general, do the things a walker would do:
 - a. Cross at crosswalks; look both ways before crossing.
 - b. Cross only on proper traffic signal.
 - c. Watch for turning cars.
 - d. Never go into the roadway from between parked cars.

Rules for safe bicycle riding

1. Keep to the right side of the roadway and ride in single file. Pass other cyclists with caution.
2. Obey all traffic lights. Use hand signals.
3. Ride cautiously through parking areas, driveways and

congested intersections.

4. For night riding, equip your bike with front/rear lights, use reflectors and wear light colored or reflective clothing.
5. Give pedestrians and motor vehicles the right of way and use a warning device.
6. Use caution when passing parked vehicles because doors can be opened without warning.
7. Watch out for potholes, rocks, broken glass and other road hazards.
8. Always lock your bicycle properly when not in use using a high security lock.
 - a. Secure at least the back wheel and frame tube to something immovable. Bike racks are available throughout the campus.
 - b. Always lock your bicycle in a well-lit area.

These rules are not only for your safety, they are the law. The Pennsylvania vehicle code requires joggers, cyclists, and pedestrians to obey the traffic laws. The police can issue you a citation for failing to follow these rules.

Have questions? Here's where to go for answers

Call 570-422 + extension listed

QUESTIONS ABOUT	WHERE TO GO	EXTENSION
Academic Requirements	Faculty Adviser or University Catalog	
Athletic Information	Koehler Fieldhouse	3642
Automobile Registration	University Police	3064
Books and Supplies	University Store, University Center	2665
Campus Events/Activities	Student Activities, University Center	3291
Career Planning and Resources	Director, Career Development Center, University Center	3219
Change of Course/Schedule	Student Enrollment Center, Zimbar-Liljenstein Hall	2800
Commuter Student Services	Fernando Alcantar, University Center Room 223	3384
Course Schedules	Your Faculty Adviser	
Employment (Work/Study)	Student Employment Office	3145
Event Scheduling and Room Reservations	Sarah Tundel, Conference Services	3061
Fees, Tuition, Room and Board	Student Enrollment Center, Zimbar-Liljenstein Hall	2800
Gender Identity and Sexuality Center	Eugene Kelly	3614
Graduate Study Information	Graduate College, Zimbar-Liljenstein Hall	3536
Greek Life	University Center	3429
Honors Program	Paul Creamer, director	3318
Housing (On-Campus)	David Campbell, Hemlock Suites	3460
Housing (Off-Campus)	Residential and Dining Services Office, Hemlock Suites	3191
Identification Cards/eCards	Campus Card Center, University Center	2273
Health Services at Lehigh Valley Health Network - Pocono	100 East Brown Street, East Stroudsburg	3553
Insurance, Student	Director of Health & Wellness, Sycamore Suites	3553
Lost and Found	University Police	3064
Meal Plans	Sherry Back, Dansbury Commons	3998
Meeting Place Reservations, University Center	Jill Hill, University Center	3767
Meeting Place Reservations, Residence Halls	David Campbell, Hemlock Suites	3460
New Student Programs	Cornelia Sewell-Allen, Reibman Administration	3463
National Student Exchange	International Programs, Zimbar-Liljenstein Hall	3527
Orientation	Pam Armstrong, Reibman Administration	3512
Parents' Association	Assistant to the Vice President for Student Affairs	3074
Parking Regulations	University Police	3064
Personal Counseling	Counseling and Psychological Services, Sycamore Suites	3277
Registration	Student Enrollment Center, Zimbar-Liljenstein Hall	2800
Room Changes	Resident Director	
Scholarships and Loans	Student Enrollment Center, Zimbar-Liljenstein Hall	2800/800-378-6732
Sexual Harassment, Title IX Concerns	Doreen Tobin, Vice President of Student Affairs	3463
Student Activities Association	Joe Akob, University Center	3556
Student Conduct and Community Standards	Maria Cutsinger, Flagler-Metzgar	3461
Student Teaching	Director of Field Experience, Stroud Hall	3471
Tutoring Services	Learning Center, Rosenkrans East	3433
Undeclared Majors	Director of Academic Advising, Learning Center, Rosenkrans East	3164
Wellness Education and Prevention	Laura Suits, Flagler-Metzgar	3298
Withdrawal from Course/University	Student Enrollment Center, Zimbar-Liljenstein Hall	2800