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# 2023-2024

# Student Handbook

200 Prospect Street  
East Stroudsburg, PA 18301-2999

[www.esu.edu](http://www.esu.edu)

*A Member of Pennsylvania's 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.

**Any updates to policies, procedures, guidelines, and/or expectations provided in this document will be communicated to all parties via their ESU email address and posted on the Student Handbook site of [esu.edu](http://esu.edu).**

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](http://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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# LIBRARY INFORMATION

## About Kemp Library

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[esu.edu/library](http://esu.edu/library) | 570-422-3126

Kemp Library is on the corner of Smith and Normal streets. It is 94,000 square feet and provides seating for 714 patrons, houses more than 200,000 volumes, about 1 million microforms, and more than 50,000 state and federal documents, the renowned Al Cohn Jazz collection, Tutoring and the Writing Studio.

In addition to these resources, the library's online catalog and electronic databases are available through the library website [esu.edu/library](http://esu.edu/library) and may be accessed on and off-campus. This includes access to more than 500,000 eBooks and 3 million full text electronic articles. The PCs and Macs located in Kemp Library have the same software as those located in most computer labs on campus. Laptops with basic software such as MS Office may be borrowed for use in the library building.

The library staff includes a director, administrative assistant, librarians, support staff, and student workers. The librarians are available during most of the hours the building is open to provide help with your research needs.

Public service activities provided to students include circulation of materials, information instruction sessions, research assistance, electronic and physical reserves, 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 80 hours per week to serve the community.

### Fall and Spring Semester Hours:

Monday through Thursday .....7:30 a.m. – 11 p.m.  
 Friday .....7:30 a.m. – 5 p.m.  
 Sunday ..... 2:30 p.m. – 11 p.m.

**Hours for summer sessions, intersessions, and breaks may be different.** \*Librarians are unavailable to provide research assistance during intersessions and breaks.

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

## Borrowing Policies

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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 email, over the phone, or through Primo, Kemp Library's online catalog. Patrons are responsible for checking with Circulation to ensure that all materials have been renewed or may check on Primo.

All students must present their eCard 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

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Regularly circulating items .....No charge, however damaged or lost items WILL incur a replacement fee..

InterLibrary Loan charges are dependent upon the institution the ILL is received from.

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.

## General Information

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Printers may be paid for by using eCards. Scanners are also available for student use.

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 and vaping are 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.

Food and drink are allowed in the library. There are vending machines located downstairs. Please exercise care when transporting food and beverages in the library to avoid spills and littering.

Two large computer labs, one on the main floor and one on the ground floor, are available for students to use desktop computers unless the labs are scheduled for library instruction sessions or classes.

Keep an eye on our Instagram for events, giveaways, tips and more! @KempLibrary

## Book Theft and Mutilation

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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. 1. 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.*

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- (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.*

## **University-Wide Tutorial Program (UWTP)**

A comprehensive academic program that assists students with achieving their personal, academic, and career goals. The UWTP is dedicated to helping students adapt to the academic environment of college, improve academic success, and enhance the quality of students' scholarly work.

The UWTP is a College of Reading and Learning Association certified program that provides high quality academic peer assistance. ESU tutors receive comprehensive tutor training to ensure that tutors are well-prepared to assist students in their courses. All tutors and learning assistants have completed the respective courses they tutor, earned at least a B or better in the course, and are selected by faculty from among the most accomplished students at the university.

Tutoring is available virtually and in-person. Virtual tutoring is available by appointment through WarriorFish. In-person tutoring sessions are held in the Warrior Tutoring Center and The Math Question Center from the third week of the semester through finals week, with restricted hours during finals week.

## **Warrior Tutoring Center**

### **Kemp Library, 1<sup>st</sup> floor**

The Warrior Tutoring Center provides free Drop-in and appointment-based tutoring for 100, 200, and some 300-400 level general education courses and content-specific courses in a collaborative and inclusive learning environment. Generally tutoring is available 8:00am-8:00pm and Sundays by appointment.

## **Math Questions Center**

Hoeffner Science and Technology Center, 2<sup>nd</sup> floor

The Math Question Center provides free drop-in tutoring services for students in 100, 200 and some 300 level math classes. No appointment necessary; just stop by with your questions. Generally tutoring is available 11:00am-8:00pm and Sundays by appointment.

**For more information and to access the current drop-in tutoring schedule, go to [esu.edu/tutoring](http://esu.edu/tutoring).**

## **Alumni Engagement**

[esualumni.org](http://esualumni.org) 570-422-3613

**The Office of Alumni Engagement serves the university's more than 50,000 alumni and promotes their continued involvement with ESU.** Some of the many contributions alumni have made to the University include the Warren E. '57 and Sandra Hoeffner Science and Technology Center, the Henry A. Ahnert, Jr. Alumni Center, the World War I 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 Office of Alumni Engagement 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 alumni, and to foster a closer relationship with East Stroudsburg University. There are also opportunities for student and alumni mentoring/networking, student philanthropy education, and the Warrior Elite Student Club.

The Henry A. 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**

570-422-3337

This treatment facility is located on the second floor of Koehler Fieldhouse. The operation is supervised by the licensed certified athletic trainers and is intended for the evaluation, treatment, and rehabilitation of intercollegiate student athletes. Treatments and Rehabilitation can be scheduled by appointment using WFish. Appointments are typically conducted Monday thru Friday 9am – 5pm.

## Campus Rec & Wellness



[esu.edu/therec](http://esu.edu/therec) | 570-422-2970

The mission of 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 50 students who are directly responsible for the operation of each of these programs and the facility.

**Indoor Recreational 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** – The 58,000 square-foot facility 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; Racquetball courts; an elevated track; indoor and outdoor equipment check-out; a boxing zone featuring a heavy bag and speed bag; an esports room with 10 Alienware computers, and 3 gaming stations set up with Xbox One's and Nintendo Switch's, and locker and shower room facilities.

### *Mattioli Recreation Center hours:*

Monday-Thursday..... 6a.m. – 11 p.m.  
 Friday ..... 6 a.m. – 9 p.m.  
 Saturday & Sunday..... 11 a.m. – 9 p.m.

**Group Fitness Program** is designed for individuals who are looking for an organized work out. 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 available 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 Night at the Rec, wallyball, tennis, badminton, NIRSA Rec Day, the Rec-Ex 5k and One Mile Fun Run, to name a few.

**Sports 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, dodgeball, softball, and basketball, to name a few. Opportunities for participation are available in men's, women's and coed leagues.

**Club Sports** are student-run organizations that share a common athletic or talent interest. Depending on the club it may be recreational or competitive. Usually these are year-round clubs and some will compete in intercollegiate competitions on a local, regional, and national scale. Interested in see what Club Sports are available, be sure to check out WarriorLink!

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

## Campus Shuttle Bus Services

[warriorshuttle.esu.edu](http://warriorshuttle.esu.edu) | 570-422-3630

In order to meet student's transportation needs, the University has a contracted shuttle service. 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), students 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, Giant, HomeGoods, Walmart, 7th & Main Stroudsburg Borough at public bus stop (last pick-up at 2:15 a.m. going back to campus)

## CARE – Campus Advocacy & Resource Engagement

[esu.edu/care](https://esu.edu/care) | 570-422-3798

In partnership with students, CARE's mission is to develop personalized holistic action plans to promote self-growth and success. Through advocacy and engagement with university and community resources, students are supported in reaching their personal and educational goals.

Referrals, including self-referrals can be made online at <https://esu.guardianconduct.com/login>.

## Career and Workforce Development

[esu.edu/careerdevelopment](https://esu.edu/careerdevelopment) | 570-422-3219

The Office of Career and Workforce Development offers students and alumni a supportive environment designed to navigate their Career Development Plan. Career and Workforce Development staff provides career counseling services, professional development workshops, access to internships and experiential learning opportunities, job shadowing experiences, graduate school guidance and industry specific certifications.

The staff collaborates with faculty across all colleges to offer engaging recruitment events and tailored Career Development presentations inside and outside of the class. In addition, the staff works closely with business and industry professionals to stay abreast of employer expectations and the needs of the surrounding workforce development pipelines. 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 Career Development Center is located on the 2nd floor of University Center

## Center for Multicultural Affairs & Inclusive Education

[esu.edu/multicultural](https://esu.edu/multicultural) | 570-422-3896

The mission of the Center for Multicultural Affairs & Inclusive Education 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, CMA will empower students to engage in discussion, initiatives and holistic learning opportunities that build a platform for lifelong learning in a global society.

The center is available for Multicultural Organization Advisory Board (MOAB) meetings, study groups, educational activities, movie & game nights, and social events, and is accessible to those with disability. Throughout the academic year, CMA hosts events that promote and celebrate the varying ethnic identities of our students, including but not limited to Cultural Heritage Month Celebrations and diverse speakers' series. Additionally, CMA endeavors to promote the importance of multicultural competence and cultural awareness, among our enrolled students and the greater campus community.

**The Center is located at 96 Normal Street (next to the Reibman Administration Building).**

## Commuter Student Services

[esu.edu/commuter](https://esu.edu/commuter) 570-422-3055

At ESU, we want you to take advantage of campus has to offer. From academic support to campus services, we hope campus becomes your home away from home through dedicated programs, support, and advocacy focused on the specific needs of commuters. Commuter Services strives to work in your best interest and challenges you to get involved beyond just attending class through by joining student organizations or attending campus events. For more information on how to get involved, please visit [www.esu.edu/commuter](https://www.esu.edu/commuter), email [commuter@esu.edu](mailto:commuter@esu.edu), or [join the WarriorLink group](#).

### 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

The commuter lounge located on the first floor of the University Center. It is space for commuters to connect, study, and to call their own. The commuter lounge offers several sought after amenities that include:

- Phone Charging Station
- Reservable Lockers (Free)
- Work/Study Areas with a variety of seating options
- Microwave
- Commuter Office staffed by Student Assistants

### Dining and Catering

[esu.campusdish.com](http://esu.campusdish.com) | 570-422-3200

ESU Dining and Catering offers a wide variety of diverse, well-balanced meal choices to students and community members in an inviting dining atmosphere. Aramark, a contracted food service, facilities and uniform company, provides the dining experience for the ESU community.

While resident students in the traditional halls and suites are required to have meal plan, students living off campus are strong participants in our dining program. Commuter students are invited to purchase either a meal plan or Dining Dollars to make dining on campus more convenient for their needs. Meal plans and Dining Dollars may be purchased in the Residential Life central office. Students with special nutritional needs are encouraged to contact a Dining and Catering manager to discuss their dining needs and customized dietary options.

### Food Service Venues

*Dansbury Commons* is our all-you-care-to-eat facility at the heart of campus. Also known as “The Cafe”, *Dansbury Commons* offers many home cooked favorites such as oven baked pizza, pasta, waffles, hand crafted sandwiches, burgers and more. *Dansbury Commons* offers a number of monotony breakers throughout the semester. The ESU culinary team is committed to offering innovative menus that highlight cultural inclusivity for all patrons. *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.

#### *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

#### Weekends

Brunch 10 a.m. – 2 p.m. Saturday and Sunday  
Dinner 4:30 – 7 p.m. Saturday and Sunday

*Starbucks ESU* is conveniently located in Lower *Dansbury Commons*. Starbucks Coffee is the world's largest specialty coffee chain, offering more than 30 blends and single-origin coffees as well as bakery goods, sandwiches and merchandise.

*Dansbury P.O.D.* combines a corner store experience with the style of a modern market, featuring grab ‘n go, snacks and bottled beverages. Located inside of *Dansbury Commons*, students take advantage of the convenience of the access operation.

*Center Court* is located on the main level of University Center and offers quick made to order options for the ESU community. With *Burger + Fries*, *Topio’s Pizza*, *Warrior Wraps Sandwich Shack*, or *Greens to Go* with homemade soups, baked goods and grab and go offerings, *Center Court* has whatever you're craving!

### Conference Services

[esu.edu/conferenceservices](http://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 [esu.edu/vems](http://esu.edu/vems) and to advertise events on the university calendar [esu.edu/events](http://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](mailto:conferences@esu.edu). Office Hours: Monday – Friday, 8 a.m. to 4:30 p.m.

### Financial Aid

[esu.edu/fa.edu](http://esu.edu/fa.edu) | 570-422-2800 | 800-378-6732

The Office of Financial Aid 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 Campus Life, Student Enrollment Center, and click on Financial Aid. For renewal of financial aid, the student must complete a new FAFSA each year in order to be considered for financial aid. Scholarship renewal is reviewed at the end of each academic year. Renewal criteria may be found on the financial aid website. In addition, the student must meet East Stroudsburg University’s Satisfactory Academic Progress policy. The Office of Financial Aid is located in the Student Enrollment Center 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.

East Stroudsburg University 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 Work- Study,

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

Students should be aware of the impact of failing grades, incomplete grades, course withdrawals, and repeated courses. Students will be reviewed for SAP at the end of every semester. Failure to maintain SAP, 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. Students may appeal financial aid termination by submitting a completed appeal to the financial aid office. All periods of enrollment are included whether 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: [https://www.esu.edu/financial-aid/academic\\_progress.cfm](https://www.esu.edu/financial-aid/academic_progress.cfm)

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## Fraternity and Sorority Life

[esu.edu/greeklife](https://www.esu.edu/greeklife) | 570-422-3775 UC 218

ESU fraternities and sororities are self-governing, values-based organizations that promote academic excellence, leadership development, and support the university and the surrounding community through philanthropy and community service activities. Organizations conduct recruitment activities to select new members each semester. University policy does not allow for first-time, full-time students (freshmen) to be recruited into or to join fraternities or sororities. However, transfer students may join fraternities and sororities upon verification of eligibility requirements. The pre-requisites to join a Greek-letter organization include, earning 12 or more credit hours and a cumulative GPA of 2.5 or higher. There are no exceptions to these standards. Some organizations may have additional or higher standards for membership selection.

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## Gender and Sexuality Center

[esu.edu/gsc](https://www.esu.edu/gsc) | 570-422-3614 | University Center G-7

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 twice-a-year graduation ceremonies, as well as supporting 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 9 a.m. to 5 p.m. Additional hours possible depending on need and special event.

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## Health and Wellness Programs, Services, and Education

[esu.edu/health-and-wellness](https://www.esu.edu/health-and-wellness) | 570-422-3298  
Sycamore Suites, Lower Level

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 Laura Suits-Dolan, interim director, at [lsuits@esu.edu](mailto:lsuits@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](https://www.esu.edu/caps) | 570-422-3277

Counseling and Psychological Services is staffed by four licensed counselors 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. CAPS is located in Sycamore Suites on the Lower Level. Counseling services are available from 8 a.m. to 6 p.m. on Mondays and Tuesdays and from 8 a.m. to 4:30 p.m. on Wednesdays through Fridays 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. Students with repeated no shows may be referred to off-campus resources.

### **OASIS: Office of Accessible Services Individualized for Students**

[esu.edu/oasis](http://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 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) as well as submit supporting documentation of their disability. Additional documentation may be requested by the disability specialist to evaluate the accommodations necessary for the students to help them maximize their potential.

For questions or additional information please call OASIS at 570-422-3854, or stop by the office located in Sycamore Suites on the Lower Level. OASIS is open from 8 a.m. to 4:30 p.m. Monday through Friday.

### **Student Health Services at Lehigh Valley Health Network - Pocono**

[esu.edu/health-and-wellness/express-care.cfm](http://esu.edu/health-and-wellness/express-care.cfm) | 272-762-4378

Walk-in medical care for students is provided at Lehigh Valley Hospital – Pocono ExpressCARE. 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 eCard with them to access health services. Once registered at the ExpressCARE 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.

Monday - Friday ..... 8 a.m. to 5 p.m.  
Saturday and Sunday ..... 10 a.m. to 2 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 - Friday ..... 5 p.m. to 8 p.m.  
Saturday - Sunday ..... 8 a.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 transitioned to LVH-Pocono for a seamless range of care if they so choose.

### **Wellness Education and Prevention Office**

[esu.edu/wellness](http://esu.edu/wellness) | 570-422-3298

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. 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. 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.

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## HELP Desk

[helpdesk@esu.edu](mailto:helpdesk@esu.edu) | 570-422-3789

To assure your computer experience at East Stroudsburg University is a positive one, the Academic Computing Help Desk is available to assist you with your computer and technical questions and concerns.

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## I.D. Card/ESU eCard

[esu.edu/ecard](http://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, residence halls, 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, and vending machines. Students are charged a fee to replace a lost and/or damaged card. The eCard is not transferable.

Students who lose their eCard should visit the Campus Card Center, located on the ground floor of the University Center, during business hours (Monday - Friday, 8AM - 4:30PM) to obtain a new eCard (payment required). After Campus Card Center business hours, students who lose their eCard should go to the Resident Director of their residence hall for a temporary eCard. Students who are issued a temporary card need to visit the Campus Card Center to replace their eCard.

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## Interfaith and Spirituality Initiatives

[esu.edu/ministry](http://esu.edu/ministry) | 570-422-3896

ESU's Interfaith and Spirituality Initiatives (ISI) is supported through the Center for Multicultural Affairs & Inclusive Education. ISI aims to promote and enrich the East Stroudsburg University campus community on the diversity within the cultural and wellness spheres of religion, spirituality, and secularism. ISI fosters an environment conducive to students' spiritual wellness and development through programming, consultation, and assisting students in networking with places of worship, local clergy, and student organization..

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## Intercollegiate Athletics

[esuwarriors.com](http://esuwarriors.com)

ESU's athletic teams are proud members of the National Collegiate Athletic Association (NCAA) Division II and Pennsylvania State Athletic Conference (PSAC). ESU students are admitted free to home, regular season athletic events by presenting their student ID/eCard. Schedules and all up to date information about each of the 22 Warriors' teams can be found on the ESU Warriors athletic website and @esuwarriors on social media platforms.

### Koehler Fieldhouse

Leroy J. Koehler Fieldhouse serves as the primary facility for all indoor intercollegiate athletic teams, and the exercise science and athletic training departments. The fieldhouse includes a multipurpose practice and competition arena as well as a wrestling room, swimming pool, weight rooms, basketball, tennis court, an indoor track, classrooms; human research and body mechanics laboratories, athletic training and physical therapy treatment center.

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## Math Questions Center

Hoeffner Science and Technology Center, 2<sup>nd</sup> floor

The Math Question Center provides free drop-in tutoring services for students in 100, 200 and some 300 level math classes. No appointment necessary; just stop by with your questions. Tutors must have completed at least one math class at ESU and are selected by the math faculty from among our most accomplished math and science students. Generally, tutoring is available noon – 9:00 pm from the second week of the semester through finals week (restricted hours during finals week). For additional information contact the math department at 570 422-3447 or see <https://www.esu.edu/mathematics/mathqc.cfm>

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## Mekeel Child Care Center

[esu.edu/mekeel](http://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 Office of Child Development and Early Learning. 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.

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## 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.

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## Residence Hall Information and Regulations

[esu.edu/residential-life-housing](http://esu.edu/residential-life-housing) | 570-422-3460

Students and their guests are expected to abide by the residence hall policies and regulations as described in the *Residential Life and Housing Policy* booklet, available online.

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## Safety Escort Service

570-422-3064

The ESU Safety Escort Service, staffed by campus police, security and student escorts, operates out of the University Police Department. This service is available to any member of the university community seven days a week, predominantly during night time hours. However, requests can be made at any time due to safety concerns. You can arrange for a safety escort by calling 570-422-3064 or by dialing 3064 from any campus phone. Safety is our primary concern.

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## Speech and Hearing Center

[esu.edu/speech](http://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 2<sup>nd</sup> floor

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. Individual Therapies and Evaluations include, but are not limited to: traumatic brain injury (concussion), autism spectrum disorders, auditory processing disorders, dysphagia (swallowing disorders), hearing loss, intellectual disorders (speech & language), language disorders & differences, motor speech disorders, speech sound disorders, stuttering, and voice (including transgender voice).

## Stony Acres

[esu.edu/stonyacres](http://esu.edu/stonyacres) | Lodge/cabin reservations | 570- 223-8316  
General information & Hours | 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.

## Student Activity Association and Student Government Association

[esu.edu/saa](http://esu.edu/saa) | 570-422-3291

The ESU 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.

SAA oversees the operations of programs and departments that include Campus Rec & Wellness, Bookstore, Commuter Student Services, Graphics Center, Student Engagement, and Stony Acres. SAA also operates a business office that manages club funds, tickets sales, and trip sign-ups to name a few.

### Student Government Association | [esu.edu/senate](http://esu.edu/senate)

The mission of the Student Government Association 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](http://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 Government Association 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.

## Student Engagement

[www.esu.edu/saa](http://www.esu.edu/saa) | 570-422-3384

The Office of Student Engagement fosters leadership, synergy, and community at ESU through holistic, diverse, and innovative programs and service opportunities which dynamically enhances the Warrior experience.

We offer engagement opportunities in four areas:

**Community:** We offer weekly activities with performers, talent showcases, interactive games and themed events, including Warrior Splash, Color Me Warrior, Paint & Sip, competitions, Warriors Got Talent, and trips to Dorney Park, New York City and Philadelphia to watch a musical or sporting event.

**Leadership:** Leadership By Design is a certification in five areas of development: Leadership, Career, Wellness, Diversity & Service. Students can join a cohort and attend weekly meetings, completing certifications to obtain various rewards at graduation. Learn more at [esu.edu/leadership](http://esu.edu/leadership).

**Civic Engagement:** Student Engagement offers an annual Alternative Spring Break, and recurring service brigades in the tri-state area where students can give back directly to the community.

**Diversity:** Student Engagement leads various campus-wide initiatives for diversity and social justice programming, as well as support initiatives like Hispanic, Black, and Native American History Months, along with Coming Out Week. Major events include Pocono Latin Fest and ESU Pride.

## Student Enrollment Center

[esu.edu/student\\_enrollment\\_center](http://esu.edu/student_enrollment_center) | 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 [fa@esu.edu](mailto:fa@esu.edu).
- **Records and Registration:** Course registration, transcripts, transfer credits, graduation student-athlete compliance, and important dates on the Academic Calendar are managed by the Office of the Registrar. Questions relating to Records and Registration can be emailed to [records@esu.edu](mailto:records@esu.edu).
- **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](mailto:billing@esu.edu).
- **Transfer Center:** Works with all issues that pertain to 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](mailto: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](mailto:veterans@esu.edu).

Graduation Services: Assist students with preparing for graduation and the commencement ceremony. Services include graduation application processing, graduation counseling, and graduation clearances. Questions relating to graduation can be emailed to [graduation@esu.edu](mailto:graduation@esu.edu). Degree Works questions can be emailed to [degreeworks@esu.edu](mailto:degreeworks@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.

## University Center

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 the ESU Student Activity Association administrative office suite. The Campus Card Center, the Career Development Center, Gender & Sexuality Center and the PSECU Financial Services Center are also located in the University Center.

## University Police

[www.esu.edu/police](http://www.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.

The University Police Department employs 12 full time commissioned police officers who have received their primary training under the Pennsylvania Municipal Police Officers Education and Training Act (PA Act 120). This is the same required training that all municipal police officers throughout Pennsylvania receive. Police Officers on campus participate in annual in-service update police training pursuant to PA Act 180 alongside of our municipal officer counterparts.

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.

## University Store

<http://esu.bncollege.com/> | 570-422-3177

Operated by Barnes & Noble through a contract with the ESU Student Activity Association, 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, gifts, and assorted imprinted items.

### University Store hours:

Monday – Friday..... 9 a.m. to 4:30 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/upward\\_bound](http://esu.edu/upward_bound) | 570-422-3476

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 academics geared to prepare them for the fall, social development activities and cultural events.

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 North and South and Pocono Mountain West high schools. The program provides an excellent opportunity for matriculated ESU students to intern with the program. We have accepted Psychology Majors, Sociology Majors and Education Majors to intern with our students.

## Veterans Services

160 Zimbar-Liljenstein Hall | 570-422-2830

The ESU Student Veterans Center is open daily Monday through Friday from 8 a.m. to 4:30 p.m. All Veterans are encouraged to utilize the Veterans Center and the resources available there. There are computers for use, workspace available, CAC Reader, as well as some comfortable seating.

The Veteran Certifying Official is located at the ESU student Veterans Center in Zimbar Hall Room 160. The Certifying Official has the delegated authority to submit enrollment certifications, and other certification documents and reports relating to veterans and their dependents who are eligible for VA education benefits. For more information visit our website at [www.esu.edu/va](http://www.esu.edu/va)

## WARRIORfish

WARRIORfish is a support and connection resource that students can use to easily communicate with their own personal Success Network and other campus resources, get reminders and alerts about how they're doing, and make appointments. ESU is using WARRIORfish to make it easier to connect to the resources that can help make you successful. WARRIORfish connects you with your Success Network, which consists of your department chair, academic advisor, instructors, and athletic coaches. Through WARRIORfish, it is easy to schedule an appointment with anyone in your Success Network or any of the offices on campus. Your Success Network can also use WARRIORfish to alert you to issues that may impact your success, to advise you on things you need to do to be successful, or to refer you to a resource to assist you – such as Tutoring. Additionally, there is a "Raise Your Hand" feature that allows you to ask any question you have concerning campus, and it will be

directed to the office that can best assist you. There is also a WARRIORfish web site that provides training videos and resources - <https://www.esu.edu/warriorfish/students.cfm>. You can access WARRIORfish through the ESU web site or the ESU App and log in using the same username and password that you use for your myESU student portal.

## Warrior Food Pantry

[www.esu.edu/foodpantry](http://www.esu.edu/foodpantry) | 570-422-3463

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. An Ecard is 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. Starting at the main college circle, walk straight up Ridgeway Street and St. Matthew's is on the right. Students should use the basement entrance.  
Distribution Hours - Tuesdays - 2 p.m. to 4 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 is available. It is open throughout the week from 8:30 a.m. to 4 p.m. You can reach the Emergency Pantry by calling 570-422-3556, or by completing a form on the ESU web page: [esu.edu/foodpantry](http://esu.edu/foodpantry). If you have any further questions, please contact 570-422-3643.

## Writing Studio

[www.esu.edu/writingstudio](http://www.esu.edu/writingstudio) | 570-422-3593

The Writing Studio is a peer-based tutoring space designed for writers of all skill levels. 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.

In addition, the Studio is also virtual, integrating sessions via Zoom for those who are not able to make our in-person hours.

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 Writing Studio is located on the main floor of Kemp Library, in the back right corner. Hours are posted on the door each semester, on social media, and on our website: [esu.edu/writingstudio](http://esu.edu/writingstudio). We look forward to helping you reach your writing goals!

# UNIVERSITY POLICIES AND REGULATIONS

[esu.edu/computing\\_communication\\_services](http://esu.edu/computing_communication_services) | 570-422-3789

## ACCEPTABLE USE OF TECHNOLOGY

Use of East Stroudsburg University (ESU) information technology resources is a privilege and signifies agreement to comply with this policy. Users are expected to act responsibly and follow the policies and any applicable laws related to the use of information technology resources.

This policy applies to all faculty, staff, students, contractors, temporary personnel, vendors and visitors. The university reserves the right to limit, restrict, or extend information technology privileges. Information Technology resources are intended to support the university's instructional, research and administrative operations

While ESU recognized the role of privacy in institutions of higher learning and will endeavor to honor that ideal, there is no expectation of privacy of information stored on or sent through the University's resources, except as required by law.

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All students are provided with an official ESU email address at registration time. This email address is to be used as the official form of communications between the student and the institution, including communications with ESU faculty and staff members. The official email domains that are hosted by ESU are: "@esu.edu", "@live.esu.edu", "@po-box.esu.edu". Only email addresses ending with the string "esu.edu" are considered Institutional. The official university's email addresses used for mass notifications are "ESUEmail@live.esu.edu" and "ESUEmail@esu.edu". It is the responsibility of the student to regularly check their official student mailbox to stay abreast of current ESU events and official date-to-date notifications.

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### Acceptable Use Policy Defined

An acceptable use of information technology policy defines the capabilities and limitations of the use of information technology resources to insure that resources are available to all approved users and that the use of information technology complies with state and federal laws.

Information technology resources include, but are not limited to, university owned or operated hardware, software, computing equipment, systems, networks, programs, personal data assistants, cellular phones, fax, telephone, storage devices, cable television, security cameras, input/output, connective devices via either a physical or wireless connection regardless of the ownership of the device connected to the network, and any electronic device issued by the university.

### Privacy

Users should have no expectation of privacy of information stored on or sent through the university-owned information technology resources, except as required by law.

### Data Network Connectivity (Hard-Wired Connection)

All equipment, devices and computers connected to the data network are the responsibility of the university's Computing and Communication Services. Computing and Communication Services reserves the right, at its discretion, to limit, restrict or terminate the use of equipment or services, unauthorized or authorized, that Computing and Communication Services perceives to be an impediment or compromise to its ability to securely deliver the services for which it is responsible. Any device that needs to connect to the data network must be authorized and configured by Computing and Communication Services. Personally owned equipment, except for equipment owned by residence hall students, is not permitted to connect to the data network without written permission from Computing Services.

### Wireless Network Connectivity

A wireless network, where available, is provided as a convenience to any ESU authorized user. Personally owned devices may connect to the wireless network and, upon doing so, are subject to this acceptable use policy. Technology connecting to the wireless network is subject to a security scan to protect technology resources.

### Responsible Use of Technology

1. Respect the intellectual property rights of authors, contributors and publishers in all media.
2. Protect user identification, password, information and systems from unauthorized use.
3. Report lost or stolen devices immediately upon loss.
4. Use technology in compliance of state and federal laws.
5. Adhere to the terms of software licenses.
6. Notify Computing and Communication Services of possible misuse of technology or potential security holes.

### Prohibited Use of Technology

1. Use of information technology resources to display, hold, send, view, print, download, retransmit, distribute or otherwise communicate content which the University may deem to be indecent, obscene, sexually explicit, or pornographic is prohibited absent a legitimate academic or research purpose.
2. Use of information technology resources by anyone to display, hold, send, view, print, download, retransmit, distribute or otherwise communicate child pornography is illegal and therefore strictly prohibited. Any occurrence of child pornography material is a violation of federal and state statutes and must be immediately reported to University Police as required by law and University policy.
3. Use of information technology resources by anyone to send threatening or harassing content or messages or to view, download, retransmit, distribute, or otherwise communicate content or messages that may violate the University's policy on Discrimination & Harassment and/or policy on Sexual Harassment and Title IX, is prohibited. Electronic threats and harassment are taken as seriously as any other threats or harassing behavior or communication.
  - Anyone who receives a threatening communication should immediately bring it to the attention of University police.
  - Anyone who receives a sexually harassing communication should immediately contact the Office of Employee Relations or Title IX Coordinator.

- Anyone who receives a communication that harasses on the basis of any protected classification, including race or national origin, should immediately contact the Office of Employee Relations or Student Affairs.
4. Providing false or misleading information to obtain or use university technology resources.
  5. Use of information technology resources for personal financial gain or a personal commercial purpose.
  6. Use of information resources are not to be used in support of or for illegal activities.
  7. Unauthorized use of another user's account or attempting to gain access to another user's account.
  8. Sharing of accounts.
  9. Interfering with the normal operation, proper functioning, security mechanisms or integrity of technology resources.
  10. Use of technology resources to transmit abusive, threatening or harassing material, chain letters, spam, phishing scams or other communications prohibited by law.
  11. Copyright infringement including, but not limited to, illegal sharing of video, audio, software or data.
  12. Excessive use that overburdens the technology resources. Computing Services reserves the right to set limits on excessive use.
  13. Installing a server or running server software without written permission from Computing Services.
  14. Intentionally or knowingly installing or executing a program or file that could result in damage to university technology.

#### Compliance

Failure to comply with this policy may put University information assets at risk and may have disciplinary consequences for employees and University affiliated organization members, up to and including termination of employment (see item "c" of appeal statement below.) Students who fail to adhere to this policy may be referred to the Student Conduct & Community Standards Office. Contractors and vendors who fail to adhere to this policy may face termination of their business relations.

#### ALCOHOL (STUDENT)

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, for valid academic programs approved by the Office of the Provost or Office of the President, or under guidelines established by the Office of Residential Life and Housing. 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, [lsuits@esu.edu](mailto:lsuits@esu.edu)  
Wellness Education and Prevention

Dr. Jennifer Young, Chairperson, [jyoung@esu.edu](mailto:jyoung@esu.edu)  
Counseling, Psychological Services, and OASIS

#### AMERICANS WITH DISABILITIES ACT ACCOMMODATION

East Stroudsburg University, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (the "ADA"), and the State System of Higher Education, makes every effort to ensure that reasonable accommodations are made to meet the needs of otherwise qualified individuals with disabilities. The University does not discriminate against otherwise qualified students or applicants with disabilities in admission, student programs, activities and services.

The University will provide reasonable accommodations to otherwise qualified employees and applicants for University positions who are protected by the ADA by making changes in the work environment or by changing certain practices and procedures, as long as these changes do not pose an undue hardship on the University or alter the essential functions of the job. Employees, regardless of whether they are receiving an accommodation, must maintain institutional standards of performance, attendance, and conduct.

Reasonable accommodations are provided for qualified students with documented disabilities in an effort to enhance the learning process and enable individuals to reach their maximum potential. These provisions are necessary to ensure that otherwise qualified students with disabilities are given the opportunity to fulfill academic requirements and that they are not excluded from programs because of absence of auxiliary aids.

The student, however, is expected to meet the standards of each class as determined by the instructor.

Services of a personal nature are the responsibility of the employee or student.

For questions or comments concerning disability discrimination or harassment, please refer to the University's Discrimination and Harassment Policy.

#### CONFIDENTIALITY

All Medical information related to an individual's request for accommodation is confidential and will be maintained in a secured location separate and apart from an employee's personnel file, applicant's job application or a student's academic file.

#### RETALIATION PROHIBITED

No retaliatory action is to be taken against any person who requests an accommodation under this policy. Any person found to have engaged in retaliatory action may be subject to discipline by the University.

Anyone who believes they have experienced retaliation should promptly contact the Office of Diversity & Equal Opportunity.

## **AMOROUS RELATIONSHIPS POLICY**

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### **A. Purpose**

One of the core missions of the State System of Higher Education is to provide a productive educational environment and a professional workplace that is based on trust, mutual respect and the integrity of all members of the university community. Such trust and respect are undermined when State System employees and officials engage in amorous relationships with students or with employees for whom the individual has supervisory, instructional or professional responsibilities. Due to actual or perceived differences in authority, these relationships create actual or perceived conflicts of interest and raise the potential for exploitation or bias. In order to establish the professional standards expected of members of the university community, the Board of Governors establishes this personnel policy.

### **B. Definitions**

- **“Amorous Relationship”** means a consensual relationship or encounter of a romantic, intimate, sexual or dating nature between persons who are not married to each other. The relationship may or may not involve physical contact and can include relationships conducted via electronic communications, such as text or social media platforms.
- **“Employee”** means an individual who is employed by the State System (either at a State System university or in the Office of the Chancellor) including, but not limited to, faculty members, coaches, staff, managers and graduate student employees.
- **“Official”** means a member of a Council of Trustees or of the Board of Governors or their respective designees.
- **“Volunteer”** means a recognized volunteer or any individual who represents or acts on behalf of the university or whose actions may bind the university, regardless of whether the individual receives monetary or other compensation. For purposes of this policy, employees and officials of recognized affiliated entities, ROTC instructors, visiting professors and unpaid camps and conference personnel will be considered volunteers.
- **“Student”** means any individual enrolled in one or more regularly scheduled undergraduate or graduate courses or noncredit-bearing instruction or certification programs at any State System University. The term “student” may include employees and volunteers.
- **“Supervisory Responsibilities”** means the authority to assign work to another; evaluate the performance or conduct of another; instruct another; or otherwise make, recommend or impact decisions that affect the hiring, appointment, reappointment, promotion, assignment of duties, evaluation or terms and conditions of another’s employment, volunteer status or status as a student.

- **“Instructional Responsibilities”** means the authority to evaluate or supervise the performance or conduct of a student; instruct, advise or coach a student; or otherwise make, recommend or impact decisions that affect the individual’s status as a student at a State System University.
- **“Professional Responsibilities”** means job or appointment-related responsibilities that could impact the student’s education or professional career.

Members of University Police Departments are deemed to have professional responsibilities for students: any time they are on duty; when the member of the department is involved in an ongoing investigation in which the student is a target, witness, person of interest or subject of an investigation; or the student is involved in a campus administrative action in which the member of the department has a role.

Healthcare professionals, including athletic trainers, are deemed to have professional responsibilities for students they provided service to, including as part of student campus health, counseling or wellness centers. Healthcare professionals shall not provide direct services to a student with whom they have had or are having an amorous relationship (unless it is an emergency and no other healthcare professional is available on campus).

### **C. Policy**

#### **1. Amorous Relationships with Students**

All employees, volunteers and officials are prohibited from entering into amorous relationships with students where the employee, volunteer or official has supervisory, instructional or professional responsibilities concerning the student.

An amorous relationship between an employee, volunteer or official and a student not otherwise prohibited under this policy is strongly discouraged as it may create an actual or perceived conflict. If there is any doubt whether a relationship falls within the scope of this policy, individuals should disclose the facts to and seek guidance from the Chief Human Resources Officer rather than fail to disclose. Failure to disclose a relationship as required by this policy could result in sanctions.

Student members of a Council of Trustees or the Board of Governors are not prohibited from having amorous relationships with other students under this policy because of their status as officials.

#### **2. Amorous Relationships with Employees or Volunteers**

All employees, volunteers and officials are prohibited from entering into amorous relationships with other employees, volunteers or officials where one party has supervisory, instructional or professional responsibilities concerning the other party.

Amorous relationships between employees, volunteers and officials not otherwise prohibited under this policy are strongly discouraged as they may create an actual or perceived conflict. If there is any doubt whether a relationship falls within the scope of this policy, individuals should disclose the facts to and seek guidance from the Chief Human Resources Officer rather than fail to disclose. Failure to disclose a relationship as required by this policy could result in

sanctions.

### **Relationships with Minors**

Regardless of supervisory, instructional or professional responsibilities, all employees, volunteers and officials are prohibited from entering into amorous relationships with persons under 18 years of age.

### **3. Disclosure of Relationships**

Pre-existing amorous relationships where one party has supervisory, instructional or professional responsibilities concerning the other party are not prohibited under this policy, provided the individual with supervisory, instructional or professional responsibilities discloses the relationship to the designated Chief Human Resources Officer within 30 days of the effective date of this policy, and an acceptable conflict management plan is implemented. The Office of the Chancellor and each University shall publish the name and contact information of the Chief Human Resources Officer on their respective websites.

Consistent with [Board of Governors' Policy 2012-01: Conflict of Interest](#), employees are required to report any conflict of interest involving an immediate family member, including a spouse, so that necessary and appropriate actions are taken to remedy or avoid the conflict of interest or potential for conflict of interest.

### **4. Management of Conflicts**

For pre-existing amorous relationships, the individual in the relationship who has or may have supervisory, instructional or professional responsibilities must submit a written conflict management plan to the Chief Human Resources Officer explaining in detail how the conflicts will be managed. Such plans shall be submitted within 30 days of the effective date of this policy or upon notice of a change in circumstances that gives one party to the amorous relationship supervisory, instructional or professional responsibilities concerning the other party.

The Chief Human Resources Officer or their designee, shall review the submitted conflict management plan and work with the parties involved in the amorous relationship and with other appropriate individuals to make any necessary changes to the proposed plan to effectively and appropriately manage the conflicts. The Chief Human Resources Officer (or their designee) is responsible for administering the conflict management plan and will notify appropriate individuals of the existence of the conflict management plan.

Conflict management plans may include, but are not limited to altering supervisory or employment reporting lines; moving a student to another section of the same course; appointing a different individual to serve on an academic, conduct or evaluative committee; moving the parties to other positions of the same or comparable status and duties; or establishing alternative means of evaluation of academic or work performance.

If a relationship involves the Chief Human Resources Officer, the matter should be referred to the individual responsible for supervising the Chief Human Resources Officer to address the conflict consistent with the mandates of this policy.

### **5. Violations**

A violation of this policy occurs when an employee, volunteer or official: (1) allows a prohibited amorous relationship to occur; (2) allows a pre-existing amorous relationship to continue without disclosing; or (3) fails to cooperate in managing conflicts associated with an amorous relationship covered by this policy.

Violations of this policy by an employee or volunteer constitutes misconduct subject to disciplinary action, up to and including discharge or termination, in accordance with any applicable collective bargaining agreement or State System or University policies. Alleged violations by students may be referred by the University for review in accordance with the code of conduct. Alleged violations by officials may be referred to the appointing authority. Violations of this policy may lead to disciplinary action, as appropriate, regardless of how the violation is brought to the attention of the State System or the University.

Amorous relationships under this policy are consensual relationships. Conduct that violates local, state or federal law or relevant State System or University policies should be handled pursuant to applicable policy or by law enforcement, as appropriate. Violations of this policy that result in administrative or legal claims against the State System or a University may result in representation or indemnification being denied to the employee, volunteer or official pursuant to 4 Pa. Code Chap. 39.

### **6. Reporting Violations of this Policy**

A violation of this policy may be reported by any individual to the Chief Human Resources Officer or their designee.

Due process considerations may limit the ability to investigate or resolve anonymous complaints.

### **7. Retaliation**

No individual shall retaliate against another individual for making a good faith report or participating in a process under this policy. A complaint is not considered a bad faith report merely because the evidence does not ultimately support the allegation. Individuals are prohibited from knowingly filing a false complaint or making misrepresentations. If an investigation results in a finding that a person has willfully filed a bad faith report or made misrepresentations, the reporting party may be subject to appropriate sanctions.

### **8. Confidentiality**

Any disclosures made or conflict management plans developed will be kept confidential to the fullest extent possible under applicable law and policy.

## ANIMAL REGULATIONS

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Pets are not permitted in any buildings of East Stroudsburg University. Service and emotional support animals are the only exception. Any exceptions must 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 & HARASSMENT POLICY

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East Stroudsburg University seeks to provide an academic and work environment that is free from discrimination and harassment against any person because of race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity or veteran's status in accordance with applicable federal and state laws and regulations.

While the University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy is neither legally protected expression nor the proper exercise of academic freedom.

Discrimination and harassment are prohibited and subject to disciplinary action up to and including termination or expulsion from the University.

Any member of the University community who experiences discrimination or harassment prohibited under this policy should immediately report the incident to the Office of Diversity & Equal Opportunity.

In cases where an individual reports discrimination or harassment prohibited under this policy to an administrator, faculty member, or staff member, the person receiving the complaint should contact the Office of Diversity & Equal Opportunity immediately.

Note: Discrimination and harassment are currently prohibited 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. Other statutes that may be involved in this area are the Americans with Disabilities Act and the Age Discrimination in Employment Act. Applicability of any of these statutes to the University is subject to future legislative or court actions.

**Enforcement:** The University will take action to prevent prohibited discrimination and harassment, including, if necessary and as appropriate, disciplining any individual whose behavior violates this policy.

Disciplinary action for violation of this policy may range from a disciplinary warning to expulsion or termination from the University.

**Retaliation:** No retaliatory action is to be taken against any person seeking advice, filing a complaint or serving as a witness or otherwise cooperating in an investigation of discrimination or harassment.

Any person found to have engaged in retaliatory action may be subject to discipline by the University.

Retaliation is considered a separate offense from the original complaint, regardless of the outcome of the original complaint. Anyone who believes they have experienced retaliation should promptly contact the Office of Diversity & Equal Opportunity.

**False Charges:** Accusations of discrimination and harassment are serious matters. False accusations will not be tolerated and may result in disciplinary action independent of the outcome of a complaint.

The University may also take disciplinary action against someone who knowingly provides false information during the investigation of a complaint of discrimination or harassment.

**Training:** In keeping with the PASSHE Board of Governor's Policy 2009-03: [Social Equity](#), the University recognizes a mandatory obligation to conduct discrimination and harassment prevention training on a yearly basis for all employees, in addition to providing training for new student and employee orientations.

All faculty, staff, and administrators are required to participate in this training within 60 days of commencing employment and at least yearly thereafter.

Training will be available in both classroom format and online.

**Additional Rights:** Individuals are encouraged to use the procedures for filing a discrimination, harassment or sexual harassment complaint but are not required to do so and may choose to pursue other civil and legal options.

University employees may choose to pursue the complaint through their appropriate collective bargaining agreement grievance procedures.

Students and employees may choose to make use of the procedures of external agencies listed in the Procedures for Nondiscrimination and Harassment.

Managers are encouraged to pursue complaints through the merit principle procedures, set forth in PASSHE Board of Governors Policy 1983-01-A: [Merit Principles](#), before proceeding to an external agency.

The procedures for filing a discrimination, harassment or sexual harassment complaint are not intended to interfere with any legal rights provided under the statutes of the Commonwealth of Pennsylvania or the United States of America, or interfere with any rights an employee may have under their appropriate collective bargaining agreement.

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

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## DRUG-FREE SCHOOLS AND CAMPUSES ACTS

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The Federal Drug-Free Schools and Campuses Act Amendments of 1989 (Section 22, Drug Free Schools and Campuses) requires the university to provide students, faculty, and staff 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.

Alcohol and 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. Substance Use Disorders are obvious health risks associated with drugs and alcohol and students should note potential additional risks:

- Psychological dependency
- Mental health concerns
- 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 substance use. 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.samhsa.gov/find-help/national-helpline](http://www.samhsa.gov/find-help/national-helpline) 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.

## eCard POLICY

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- I. Intended Use of East Stroudsburg University eCard
    - a. The eCard is an official identification for authorized access to ESU services and facilities. The eCard is the property of ESU and must be surrendered on request from a campus official. ESU reserves the right to deactivate the eCard when it is used outside of its intended use.
      - i. Surrendered/deactivated eCards – Students whose eCards are surrendered/deactivated may be subject to a fee for issuance of a new eCard.
    - b. The eCard can be used as a debit card with the purchase of eDollars which can be used for on-campus purchases.
    - c. The eCard is used to verify the identity of the cardholder while on ESU property. As a result, no person will be issued an eCard without a recognizable and appropriate facial photograph.
  - II. Unauthorized Use of East Stroudsburg University eCard
    - a. The eCard is NOT TRANSFERABLE, and is not to be loaned to others. Only the cardholder to whom the eCard is issued is allowed to use the eCard.
      - i. The eCard cannot be loaned to another individual to make purchases, access ESU facilities/services, or for use as identification.
    - b. The eCard is not to be defaced (e.g. affixing stickers), modified (e.g. punching holes in card), tampered with, or deliberately damaged in any way.
      - i. Damaged cards may be subject to a replacement fee, which the cardholder is responsible to pay.
  - C. Any transfer, misuse, falsification, and fraudulent or illegal use of the eCard may result in disciplinary action as allowed by ESU policy or the law, including confiscation of the eCard.
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## FERPA POLICY

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In compliance with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, a student's education records belong to the student. With respect to those education records, students are afforded certain rights including:

1. The right to examine education records pertaining to the student (with certain limited exceptions).

Students should submit any such request to the Student Enrollment Center in writing, identifying the records the student wishes to inspect. The Student Enrollment Center will make arrangement for access and notify the student of the time and place where the records may be inspected. The University Official will respond no later than 45 days of the day the University receives a request for access. Records that are customarily open for student inspection will be accessible without written request.

2. The right to request an amendment of the records that the student believes to be inaccurate or misleading.

Students should submit any such request to the Student Enrollment Center in writing, clearly identifying the records the student wants to have amended and specifying the reasons the record is believed to be inaccurate. The Registrar/designee will notify the student of its decision and, if the decision is negative, of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student at that time.

3. The right to restrict access to information identified by the institution to be "directory information" and therefore available to the public without permission from the student.

ESU will notify students annually of their rights to withhold directory information. Students wishing to restrict release of directory information must complete a FERPA Restriction Form on their MyESU portal.

4. The right to extend third party access to education records to whomever is identified by the student in writing.

Students wishing to release education records to third parties must complete a FERPA Release Form on their MyESU portal

5. The right to control disclosures of their education records except, to the extent that FERPA authorizes disclosure without consent.

FERPA permits the disclosure of education records without a student's prior consent in certain limited circumstances, including to school officials with legitimate education interests, health or safety emergency non-consensual disclosures, grand jury and law enforcement subpoenas, law enforcement records, and INS disclosures (see definitions for "school official"). A school official has a "legitimate

educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational institution to comply with the law. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Dept. of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The following information has been designated as directory information and may be disclosed for official University purposes only without the student's prior consent under the conditions set forth in FERPA:

- student name, all addresses and all phone numbers
- Official ESU e-mail address
- Degree sought and time
- Major, Minor dates of attendance, enrollment status (full-time, part-time including credit hours), class year
- Dates of attendance,
- awards, honors (including Dean's List), degrees conferred including dates
- past and present participation in officially recognized sports and activities
- physical factors (height and weight of student athletes)
- Most previous education agency or institution attended by the student
- Fraternity and/or sorority and educational societies.

East Stroudsburg University does not make directory information generally available to the public. East Stroudsburg University limits its release of directory information for official University purposes, e.g., (1) identifying athletic team members; (2) publishing names of scholarship recipients, graduation lists and Dean's Lists; (3) issuing academic awards; (4) verifying enrollment or degree status; and (5) providing such information to organizations that are officially affiliated with the University or with whom the University has a contractual relationship. See 34 C.F.R. §99.37 (d).

In compliance with the Act, ESU requires that all students, university faculty and staff, and affiliated entities receive and annual notification about the Family Educational Rights and Privacy Act (FERPA), ESU's policy to assure compliance, and required procedures.

All school officials are also required to complete annual update training on line and must certify intent to adhere with the [guidelines set forth by the University](#) in an effort to protect students' privacy.

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## HAZING POLICY

East Stroudsburg University of Pennsylvania (the "University") supports activities that are constructive, educational, and contribute to the intellectual and personal development of its students and other individuals. Therefore, the University prohibits hazing within the University community. Any person participating in, suffering from or witnessing an act in violation of this policy is encouraged to report the incident in a timely manner to either ESU Police Department or the Office of Student Conduct and Community Standards.

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

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

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## LIFE SAFETY POLICY

This policy is the foundation for a written health and safety program that establishes a safe environment for the campus community. All students, employees, faculty, staff, contractors and visitor's will respond to any actual, suspected or training event on University grounds with the highest regard for their safety, as well as for the safety of all.

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## MEDICAL AMNESTY

The University provides 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.

### 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 ESU 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 ESU Code of Conduct provided that the student subsequently completes an appointment with the

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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 ESU 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.

## **POSTING AND CHALKING POLICY**

The Posting and Chalking policy regulates the display of signs, posters, notices and banners affixed on university-owned or operated property and on property under the ownership and/or supervision of its affiliates.

Nothing in this policy is intended to infringe on the first amendment rights guaranteed by the Commonwealth and United States constitutions.

Individuals or groups found in violation of this policy, where cleaning entails a cost, may be charged for such cleaning/repair. Individuals or groups who engage in unauthorized graffiti may be charged for cleanup, in addition to being subjected to discipline or sanctions on a case by case basis.

### **Indoor Signs**

- Bulletin boards in campus facilities are limited to postings related to the academic departments, administrative departments or student activity programs where the Bulletin Boards are located and, where space is available, other activities sponsored by the University, student organizations or University affiliates. Bulletin boards are not public forums.
- Posting of signs and posters within university buildings is prohibited except on bulletin boards provided for the purpose. Postings not on building boards, e.g. on walls, door (especially glass doors), hallways and elevators may be removed by the University except that signs may be used on office doors to announce office hours or post urgent announcements related to change of venue. Additionally, faculty members may place signs on their office doors to serve as message boards.
- All signs and posters must bear the name of the sponsoring department or student organization.
- Only ONE sign or poster per board is permitted for a particular announcement, promotion or advertisement; duplicates may be removed.
- Signs are NOT to be taped to painted surfaces; such signs will be removed. Repeat offenders may face dissimilarly and be charged to restore the painted surface.

### **Electronic Sign Boards**

- Departments, groups or individuals are strongly encouraged to use electronic sign boards installed in buildings for publicizing events and other university wide-announcements. All such requests should be made to the Director of Web Services/Webmaster ahead of the event, to allow for processing.

### **Outdoor Signs**

- Outdoor signs may only be erected by the Facilities Management Department, Conference Services staff, University Police or Office of Admissions when applicable; and with the prior permission of the Director of Parking or his/her designee for the purpose of providing directions to or managing traffic and parking associated with an on campus event sponsored or authorized by the University, a student organization or an affiliate.
- Commercial or political signs are not permissible on campus. An exception to this rule is the area outside a designated voting location, which on Election Day, may be used to post names of political candidates.
- Outdoor signs must never be placed in a manner where they become an obstruction for pedestrian or wheel chair

bound individuals or cause problems with traffic circulation.

**Leafletting and other signage-** except as needed by the department of public safety

- Placement of leaflets/flyers or any literature on cars parked on campus is prohibited.
- Affixing any signs on light fixtures, permanent sign posts, trees, bus shelters, and trash containers is prohibited.
- Unauthorized distribution without permission is not permitted,

#### Banners

- Banners may be used to announce or advertise events sponsored by academic departments, administrative departments or student activity programs.
- The use of banners on campus is limited to banners being hung from the bridge between Stroud Hall and the University Center, University Center balcony and on the entrance to Dansbury Commons, and on Athletic Fields.
- The Assistant to the Athletic Director must authorize banners to be hung in athletic fields.
- The President or his/her designee may authorize large banners to be hung from buildings on special occasions or for limited events.
- Only banners that are on vinyl or suitable fabric will be permitted.
- The maximum size for banners is 4 feet x 12 feet.
- The President or his/her designee may authorize large banners to be hung from buildings.

#### Chalking

- The University recognizes chalking as protected speech in a designated public forum at the following locations:
  - Walkways in front and behind Stroud Hall
  - Walkways in front of the Hoeffner Science & Technology Center
  - Walkways at entrance to Dansbury Commons
  - Walkways on the Quad
  - Walkways in front of the Fine & Performing Arts Center
- Chalking requires the approval from the Director of Facilities Management (or Assistant Director in his absence) at least 3 business days prior to the event.
- Chalking must be done with water-soluble chalk.
- Chalking may only be done on concrete sidewalks.
- Writing, marking and sketching on vertical surfaces is considered graffiti and an act of vandalism.

### PREFERRED NAME POLICY

- East Stroudsburg University recognizes that many students use a first or middle name other than their legal name. As long as the use of a preferred first and/or middle name is not for the purpose of misrepresentation, the university acknowledges that a preferred first and/or middle name may be used in the course of university business and education.
- Therefore, the university will permit a student who wishes to identify him/herself within the university's information systems with a preferred first and/or middle name in

addition to their legal name. Preferred last names do not apply to this policy.

- It is further understood that the student's preferred first and/or middle name should be used in university communications and reporting, **except where the use of the legal name is necessitated by university business or legal requirement.** Examples of records showing a legal name include official transcripts, degree audits, commencement brochures, degree certificates, financial records, W-2 forms, enrollment data, financial aid documents, paychecks and mailing information. To change the name on official records, a student must make a legal name change and then inform the university. A student's legal name will be displayed on official transcripts, enrollment verifications, diplomas, third party database systems, and all external communications.
- The preferred first and/or middle name cannot be changed more than once an academic year and twice during a student's tenure at ESU. The student must return the completed [Preferred Name Request Form](#) in person at the Student Enrollment Center. If a student is not able to return the Preferred Name Request Form in person, a completed, notarized form will be accepted.
- THE ABILITY TO USE A PREFERRED NAME IS NOT A RIGHT; IT IS A LIMITED ACCOMMODATION OF A PREFERENCE. THE UNIVERSITY WILL NOT ACCEPT PREFERRED NAMES THAT USE PROFANITY OR HAVE THE EFFECT OF MOCKERY. The option to use the preferred first and/or middle name may be modified, changed, altered, or rescinded at the discretion of East Stroudsburg University.
- **Preferred first names** will be used in the following systems and records: Student Identification Cards, Online Directory, Official Student Email Display Name, Class and Grade Rosters (for students taking courses), Diploma, Housing Rosters, D2L, Banner, WarriorFish, Press Releases, Social Media Sites, Other Venues, as appropriate
- **Legal names** will continue to be used for official University records including, but not limited to the following: Academic Transcripts, Financial Aid and Scholarship Documents, Degree Verification/Audit. Legal documents and reports produced by the University, Student Account Statement (bills), Enrollment Verifications, Degree Verifications, Student Employment Documents, Employment Verifications, Employment Documents, Paychecks, W2s and other payroll documents, Student Medical Records
- **Reason for Policy:**
- To provide a limited accommodation for students who prefer to use a first and/or name other than their legal name. The University recognizes that some members use first and/or middle names other than their legal names to identify themselves, this option has been developed to respond to the needs of some international students, transgender students and others who choose the use of a preferred name for other reasons.
- As long as the use of this different first and/or middle name is not for the purposes of misrepresentation, the university acknowledges that a "preferred name" may be

used where possible in the course of University business and education.

- **Appeal Statement:**
- Students who feel their preferred first name change was denied unjustly may file an appeal with the Vice President of Campus Life & Inclusive Excellence.
- **Definitions:**
- **Legal Name** – A person's legal name is the name they use for official governmental documents, such as licenses, passports, and tax forms.
- **Preferred Name** – A preferred first name is defined as an alternative to the individual's legal name as designated by the individual in university systems.
- **Academic Year** – The Fall and Spring semesters, does not include winter and summer sessions.

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## SEIZURE OF CONTRABAND

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

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## SEXUAL HARASSMENT

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### 1. Sexual Misconduct Policy

East Stroudsburg University's Sexual Misconduct Policy is located on the ESU website at:

[https://www.esu.edu/university\\_policies/list/ESU-2020-01.cfm](https://www.esu.edu/university_policies/list/ESU-2020-01.cfm)

Any questions regarding the policy should be directed to:

Christopher Bean  
Equal Opportunity and Title IX Coordinator  
cbean1@esu.edu  
(570) 422-2277

### 2. Purpose of the Policy

Title IX of the Education Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence) that are reflected in the definitions of Regulatory Quid Pro Quo, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking included as Regulatory Prohibited Conduct under this Policy
- Addresses how the University must respond to reports of misconduct falling within the definitions of Regulatory Prohibited Conduct under this Policy, and
- Mandates a grievance (or resolution) process the University must follow before issuing disciplinary sanctions against a person accused of Regulatory Prohibited Conduct

under this Policy.

In addition to federal legislative requirements, Act 16 of 2019 of the General Assembly of Pennsylvania requires all postsecondary institutions in the Commonwealth of Pennsylvania to adopt a clear, understandable written policy on sexual harassment and sexual violence that informs victims of their rights under federal and state law, including the crime victims bill of rights.

### 3. Reporting Suspected Violations of the Policy

To report suspected violations of the Sexual Misconduct Policy:

<https://esu.guardianconduct.com/incident-reporting>  
titleixreport@esu.edu  
(570) 422-2277

**PLEASE NOTE:** Making a report is different from filing a Formal Complaint. A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator or designee by any person. A report may be accompanied by a request for (1) Supportive Measures; (2) no further action; (3) filing a Formal Complaint, which initiates the University's formal investigation process, and/or (4) a request to initiate an informal resolution process after filing a Formal Complaint.

### 4. Filing a Formal Title IX Complaint

The timeframe for the Sexual Misconduct Resolution Process under this Policy begins with the filing of a Formal Complaint and will be concluded within a reasonably prompt manner, and usually no longer than 90 days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, as set forth more fully in the Continuances and Granting Extensions section. Appeals may extend the timeframe for resolution.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged.

If a Complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. The University will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further, but will receive all notices issued under this Sexual Misconduct Resolution Process. **PLEASE NOTE:** The Title IX Coordinator does not lose impartiality solely due to signing a Formal Complaint.

A Complainant who files a Formal Complaint may elect, at any time, to address the matter through the Informal Resolution Process.

### 5. Criminal Reporting Options

A Complainant may also seek to initiate a criminal complaint, independent of or parallel with any report made to the University.

East Stroudsburg University Campus Police  
Hemlock Suites, Smith Street, Ground Floor  
(570) 422-3064 or 911

Pennsylvania State Police  
2730 Rimrock Drive Stroudsburg, PA 18360  
(570) 619-6800

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PLEASE NOTE: The University's policy, definitions, and burden of proof may differ from Pennsylvania criminal law. Neither law enforcement's decision whether to prosecute, nor the outcome of any criminal prosecution, is determinative of whether sexual misconduct has occurred under this Policy. In cases where there is a simultaneous law enforcement investigation, there may be circumstances when the University may need to temporarily delay its investigation while law enforcement gathers evidence. However, the University will generally proceed with Formal Complaint even during the time of a pending law enforcement investigation.

## **TOBACCO USE POLICY**

[The Pennsylvania Clean Indoor Air Act, Act 27 of 2008](#) prohibits "smoking" in all buildings including residence halls, classrooms and laboratories, indoor areas, and in open or partially open space such as sports or recreational facilities, theaters or performance establishments.

For the purposes of this policy, tobacco includes nicotine producing products such as cigars, cigarettes, and pipes. Electronic cigarettes (smokeless) and chewing tobacco are also included.

The use of "tobacco" is prohibited in all state system and University owned vehicles, including state system sponsored van pools. Smoking is not permitted within a 25 foot perimeter of a building, building entrance, air intakes and operable windows. Smokers causing smoke to emanate from within the designated smoking areas repeatedly migrating outside the area and impact non-smokers will be asked to relocate to a different approved designated smoking area by the resident director, resident advisor, building manager or staff member, environmental health & safety manager, or campus police officer.

Seven designated smoking shelters have been strategically located throughout the campus.

All university students, employees (faculty and staff) and visitors are urged to comply.

The sale of tobacco products on campus is prohibited.

All groups, athletic teams, student media, clubs, Greek life, and all other organizations affiliated with ESU are prohibited from accepting money or tobacco products, including merchandise from tobacco companies and these organizations may not run tobacco advertisements in college-run publications.

# **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 should follow the [Student Complaint & Grievance Process](#).

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.

## 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. The student 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 Government Association.

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 Government Association 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 Campus Life and Inclusive Excellence.

- 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 Government Association 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.

- a) Recognition of Student Organizations: Those interested in starting a new student organization would schedule a meeting with the Senior Director or Executive Director of the ESU Student Activity Association (SAA) to discuss the proposed purpose of the new organization, potential conflicts with existing organizations, the paperwork submission process and the SGA Extra-Curricular Affairs Committee packet for new student organizations. Campus Rec & Wellness – Sports Activities or Center for Multicultural Affairs and Inclusive Education will be notified of the interest in establishing a potential new student organization which would have interaction with their office.

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- b) Those interested in moving forward with the starting a new student organization will schedule a meeting with the SGA Extra-Curricular Affairs Committee (ECAC) during their office hours to review the recognition process and the criteria for the draft constitution. (to be scheduled within two weeks of meeting with SAA staff)
- c) Once completed, the Application for Recognition, Organization Roster and draft constitution for the new organization would be returned to SAA Senior Director in the ESU Student Activity Association Office. Campus Rec & Wellness – Sports Activities or Center for Multicultural Affairs and Inclusive Education will be notified that an Application for Recognition and draft constitution has been submitted for an organization that would have interaction with their office.
- d) The draft constitution would be given to ECAC to review for formatting and adherence to requirements for student organization constitutions as provided in the SGA Handbook for Student Organizations. The draft constitution will be returned to the proposed organization with required/recommended changes. (to be completed within two weeks of being received in the SAA Office and repeated until the ECAC requirements/recommendations have been addressed)
- e) The chair of the SGA Extra-Curricular Affairs Committee will meet with the SAA Senior Director and Executive Director to review proposed changes needed for the draft constitution. (to occur within two weeks of receiving the final draft constitution addressing all requirements/recommendations from ECAC)
- f) The SGA Extra-Curricular Affairs Committee will meet with the lead members of the proposed student organization to review changes needed for the draft constitution. (to occur within two weeks of the meeting with the SAA Senior Director/Executive Director)
- g) The SGA Extra-Curricular Affairs Committee will review each submitted draft of the proposed constitution until all issues have been addressed. (should occur within two weeks of receiving a revised constitution)
- h) The chair of the SGA Extra-Curricular Affairs Committee will meet with the SAA Senior Director for a final review of the draft constitution to ensure that all previously mentioned issues have been addressed and the constitution will adhere to the requirements for student organization constitutions. Any additional changes will be taken back to the student organization to be addressed. (should occur within two weeks of receiving the final draft)
- i) Once all issues with the proposed constitution have been addressed, the SGA Extra-Curricular Affairs Committee will bring the proposed organization before the full membership of SGA for consideration for approval. Representatives from the proposed organization will be invited to the SGA meeting where the approval vote will be taken in order to present their proposed organization and answer questions from SGA members.
- j) Should the full membership of SGA not approve recognition for the student organization, the organization has ten (10) days to appeal to the SGA President to uphold or reverse the decision of the full SGA and approve recognition.
- k) Should the SGA President uphold the vote of the full SGA, the organization has ten (10) days to appeal to the ESU Student Activity Association Executive Director to uphold or reverse the decision of the SGA President and approve recognition. This is the final point of appeal.
- l) Once approved by SGA or through appeal, a message will be sent to the lead officer and advisor congratulating them on their recognition, sending them a copy of the SGA Handbook for Student Organizations, making them aware that their WarriorLink profile has been set-up and alerting them to schedule a meeting of the organization officers, any interested members and the organization advisor with ECAC and SAA staff for an officer briefing on SAA policies and procedures related to recognized student organizations. (to occur within two days of recognition approval by SGA)
- m) Once approved by SGA or through appeal, notice of the recognition of the new student organization will be sent to The Stroud Courier, Warrior Notes and to the Vice President for Campus Life and Inclusive Excellence.
1. 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 Government Association during the probationary period the following conditions are met:
- 1) The club or organization maintains a minimum active membership as defined by the Student Government Association 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
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- 4) The organization has not violated any of the policies and procedures that govern clubs and organizations as outlined in the Student Government Association 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.
- ## 2. 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.
- ## 3. 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 Government Association on the date that the Student Government Association 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 Government Association.
  - 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 Government Association 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 Government Association 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 Government Association, and Student Activity Association, Inc.
- 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 Government Association Office. Any changes to the original constitution must be approved by the Student Government Association.
  - 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.

## 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.

For more information on Time, Place and Manner for Expressive Activities Procedures visit the webpage:

[https://www.esu.edu/university\\_policies/list/ESU-2021-01P.cfm](https://www.esu.edu/university_policies/list/ESU-2021-01P.cfm)

## 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 Campus Life and Inclusive Excellence (or designee) will authorize such a release.
  - f. Placement Records/Credential Packet (Office of Career and Workforce Development

- 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 and Workforce Development 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.

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 Section F., shall be maintained in such a way as to prevent accidental disclosure of the information contained therein.

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.

5. 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.
6. 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 Campus Life and Inclusive Excellence.
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 Marketing and Communications.
6. Publication of 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, 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 Campus Life and Inclusive Excellence (e.g., Director of University Center, Director of Residential and Dining Services, Residential Learning Coordinator, Graduate Learning Coordinator, 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 a referral to Student Conduct and Community Standards.

- 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 Campus Life and Inclusive Excellence (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 Residence Life/University Staff. Searches and/or entries to a student's room or university issued locker in order to conduct a housing or departmental action are normally done by student consent that has been given freely and intelligently. Students that do not offer consent to enter from staff inquiring about a potential policy violation are subject to a referral to Student Conduct and Community Standards.
- E. 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 crime.
  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 an imminent threat of physical harm to the occupants of the room or community members.

# STUDENT CODE OF CONDUCT

Office of Student Conduct and Community Standards

[https://www.esu.edu/student\\_conduct](https://www.esu.edu/student_conduct)

570-422-3461

Sycamore Suites

## STUDENT CODE OF CONDUCT

### INTRODUCTION

**Summary Statement:** The University and its students must maintain appropriate conditions for learning. The pursuit of higher education for the development of knowledge, the pursuit of truth, the well-balanced development of students, and the common good of society are goals we live by at ESU. With that, the University must make provisions for the attainment of these goals. In so doing, the University must accept its social and legal responsibilities to the nation, the Commonwealth, the local community, and to all constituents of the academic community.

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.

The primary purpose of this document is to establish expectations related to conduct of all student members of the University community, as well as the rights that are to be afforded to students and student organizations. As a reminder, East Stroudsburg University seeks cooperation in establishing an academic and work environment that is free from discrimination and harassment against any person because of race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity or veteran's status in accordance with applicable federal and state laws and regulations.

#### I. Definition of Terms

**Administrative Hearing Officer, Hearing Officer, Decision Maker or University Conduct Board** shall mean any person or group given the authority to review and adjudicate disciplinary matters. These people or group are trained individuals representing the University community, or are hired by or contracted with the university to serve in this capacity, that hear the facts of a student conduct matter from all involved parties and witnesses. Based on the facts, the people or group determines a decision of "responsible" or "not responsible" and determines appropriate Educational Outcomes/sanctions when required. In matters related to academic integrity, at least one person on the panel must be a faculty member. The faculty union (APSCUF) shall appoint a minimum of five faculty members and up to a maximum of ten faculty members to the University Conduct Board.

In matters involving allegations of sexual misconduct, students will not be selected to serve as panel members. In sexual misconduct matters, the University Conduct Board members are selected from a pool of members who have been trained in the University's conduct process concerning sexual misconduct, or are members from an external organization who are qualified to serve in this capacity.

**Advisor** An individual who may be present to support a party throughout the conduct process. The Advisor may be a member of the University Community, an attorney, or other individual selected

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by the party. The Advisor may accompany the party they are supporting to any hearing or meeting that the party is required to attend. Each party is responsible for coordinating and scheduling with their choice of Advisor.

In all conduct matters except those addressed through the Sexual Misconduct Policy processes, the Advisor may communicate only with the party they are supporting and may not otherwise speak for, or on behalf of, the party. The Advisor may not be a party or witness in the matter.

In conduct matters addressed through the Sexual Misconduct Policy processes, the Advisor may not speak for the Party, except for purposes of cross-examination. If a Party does not attend the hearing, the Party's Advisor may appear and ask questions or conduct cross-examination on the Party's behalf. If a party does not have an Advisor of choice present for a hearing, the University will appoint an Advisor for the limited purposes of asking questions and conducting cross-examination.

**Affected Party** refers to the individual/s who were possibly adversely affected by an incident or person/s.

**Appeal Officer** the individual or individuals with the authority under law or otherwise appointed by the University to decide appeals. The Appeals Officer will be free of conflict of interest and bias, and will not serve as the Investigator, Title IX Coordinator, or Advisor to any Party or a Decision Maker in the same matter.

**Appeal Outcome Letter** means the letter sent in response to a student's appeal. The letter answers the appeal of the student and either upholds the decision, dismisses the decision, remands the case to another formal hearing, or modifies the sanctions of the decision.

**Charge Letter** means the letter sent to the student that outlines the date of the alleged incident, location of incident and the charges associated with the student's alleged conduct in the incident.

**Charged Student** refers to the person who has received correspondence from the office of Student Conduct and Community Standards stating that there are alleged violations of the student code of conduct pending from the student's alleged conduct.

**Complainant** refers to an individual who has reported being or is alleged to be subjected to conduct that could constitute covered sexual misconduct as defined under the Sexual Misconduct (Title IX) Policy.

**Conduct Conference** is a meeting for the student to learn about his/her/their rights in the Conduct Process; review the Referral and any other applicable information related to the violation/s. In this meeting, the student may enter into a Mutual Resolution accepting responsibility or request a Formal Hearing.

**Conduct Process** refers to the entire process outlined in the Student Code of Conduct ("SCC"), including the Conduct Conference, the Formal Hearing, and the Appeal process. This also includes the Interim Suspension Process.

**Consent** is knowing and voluntary agreement to engage in specific sexual activity at the time of the activity communicated through clear actions and/or words that are mutually understood.

In order to be valid, Consent must be active, present and ongoing. Consent is not present when it is the result of coercion, intimidation, force, or threat of harm. Consent is not present when an individual is incapacitated due to alcohol, drugs, or sleep, or otherwise without capacity to provide Consent due to intellectual or other disability or other condition. Consent can be withdrawn at any time and consent to one form of sexual activity is not necessarily consent to other forms of sexual activity.

**Day/s** is defined as the normal business day and will not include Saturdays, Sundays, or legal holidays/University administrative holidays or when the campus is closed for business.

**Educational Sanction** An educational sanction imposed based upon a finding of responsibility for a violation of the Student Code of Conduct, including any modifications of a student or student organization status or standing, and any additional assigned requirements.

**Formal Hearing** The resolution method facilitated by a University Conduct Board or a Hearing Officer involving the parties, witnesses and evidence with the Charged Student having a right to appeal.

**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.

**Good Disciplinary Standing** refers to a student who is free of disciplinary probation, disciplinary holds, deferred suspension, suspension or expulsion.

**Guest** refers to any individual (student or non-student) who is not assigned to live in a particular room in an on-campus residence; is on the premises where the alleged violation occurred; and/or refers to any person visiting the University who is not affiliated with the University. Students may be held responsible for the actions of their guests.

**Intimate Partner** refers to persons who are or who have been dating, cohabitating, married, separated, or divorced, and may be of the same or opposite sex.

**Investigator** An individual employed or appointed by the University to conduct an investigation in Student conduct matters.

**May** is to be deemed permissive, imparting choice.

**Mutual Resolution** is one possible outcome of a Conduct Conference that requires a Charged Student to accept partial or full responsibility and to develop sanctions for voluntary compliance with the Hearing Officer.

**Notice** is the written communication either by mail or E-mail correspondence that provides information to a student concerning involvement in an incident. Notice is conclusively presumed to be

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received by the student when such communication is sent to the student by official University email, and/or mailed to the address appearing on either the student's current local address or permanent address on record with the University at the discretion of SCCS.

**Outcome Letter** is the letter sent to the student that describes the outcome of the Conduct Conference or the Formal Hearing. This letter lists the violations of the Student Code of Conduct that the student is responsible for and the accompanying educational sanctions.

**Preponderance of the Evidence** means that information, considered as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases through the SCC.

**Referral** means the written documentation provided to SCCS alleging that a violation of the Student Code of Conduct may have occurred.

**Request to Meet Letter** is a letter asking a student or ESU community member to make an appointment with SCCS. This letter is used when it is believed the recipient/s has information pertaining to a specific incident or series of incidents.

**Respondent** refers to any individual that has been reported to be the perpetrator of conduct that could constitute sexual misconduct as defined under the Sexual Misconduct (Title IX) Policy.

**SCC** is the acronym used to describe the Student Code of Conduct.

**SCCS** is the acronym used to describe the office of Student Conduct and Community Standards.

**Sexual Misconduct Investigator** shall mean the Title IX Coordinator, or the individual designated by the Title IX Coordinator to perform an investigation under the Sexual Misconduct Policy. The Investigator may not have a conflict of interest or bias for or against an individual party, or for or against Complainants or Respondents in general. The Investigator may not serve as a Decision Maker, Appeals Officer or Advisor to any Party in the same matter.

**Shall** and **Will** are to be used in the imperative sense, not imparting choice.

**Staff Member** or **Administrator** shall mean any person employed by the university or SAA who is not a faculty member.

**Student**, for the purposes of the SCC, a student is an individual admitted, enrolled, or registered for any University course or program, regardless of the medium of the course or program, or degree-seeking status, or when not enrolled or registered for a particular term, who is eligible to enroll in future terms without seeking readmission. A student who withdraws, is academically dismissed after allegedly violating the Student Code of Conduct, or has a continuing relationship with the University is still considered a student.

**Student Activity Association, Inc. or SAA** shall mean the Student Activity Association or any person employed by the corporation that is entrusted with the funds generated from the Student Activity Fees from which SAA recognized clubs and organizations may request funding.

**Student Organization, Student Club and/or Group** shall mean any organized group, which has complied with, or is in the process of complying with the University's requirements for registration or recognition; receives funds from the University's Student Activity Association; or is formed through University academic, athletic, or other departments.

**Transcript Overlay** means a notation on a student's University transcript that states the student is not in Good Disciplinary Standing due to certain disciplinary actions.

**University** shall refer to East Stroudsburg University of Pennsylvania.

**University Activity** shall mean any activity on or off campus that is initiated, aided, funded, authorized, or supervised by the university.

**University Official** for the purposes of the SCC, means any representative of ESU direct service organization, ESU board, committee, office, or member of the ESU faculty, administration, or staff. According to the Student Code of Conduct, this definition includes student workers acting in accordance with their assigned duties.

**Witness** is used to define an individual who is in the proximity of an incident and viewed the actions of said incident or who has relevant information about a given incident or actions related to a specific incident.

## II. General Statement

**Summary:** *This code of conduct has been established for the benefit of students and the entire East Stroudsburg University 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 ensure all students are aware of the policies that govern them; to provide a community free from harassment and physical violence; and to maintain civility by the proper application of the code of conduct and due process.
- b) This Student Code of Conduct is established pursuant to 24 P.S. §20-2010-A (4) (Powers and Duties of Institution Presidents) and regulations of The Board of Governors of the State System of Higher Education, Board of Governors Policy 1984-13-A, Student Disciplinary Due Process Requirements and 22 Pa Code Chapter 505. Should any part of this Student Code of Conduct be determined to be in violation of any federal, state or local law, then only that portion that is in contravention of the law will be voided and the other provision of this Code of Conduct shall remain in effect.

## III. Jurisdiction

The Office of Student Conduct and Community Standards / Designee and the University Conduct Board have been given the authority to review alleged violations of the Student Code of Conduct. Jurisdiction for the student conduct process extends to the conduct of any student, student organization, or athletic team both on and off campus. Such conduct includes but is not limited to: actions which adversely affect the University community and/or the pursuit of its mission; the integrity of the educational process; the safety and welfare of the University community; and/or the conduct violates local, state or federal law.

#### IV. Rights to Due Process

East Stroudsburg University shall guarantee procedural due process through the Student Code of Conduct. These guarantees include:

- a) Notice in writing through the student's university issued email of the alleged violations of the Student Code of Conduct;
- b) An opportunity to be heard, whether through Conduct Conference or Formal Hearing, where the student is given the opportunity to have the charge(s) discussed and addressed; and
- c) The opportunity for the student to appeal a conduct decision(s) if rendered in a formal hearing.

#### V. Standard of Proof

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

#### VI. Statement of Community Standards

##### Academic Misconduct

- a. During a test or examination, using anything, such as, but not limited to, any device, document, person or other resource 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. Conspiring 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.

##### Misuse of Alcohol

- a. The sale of, or intent to sell, alcohol without a proper license;

- b. Providing alcohol to any person who is not of legal age to possess or consume alcohol;
- c. Possession or consumption of alcoholic beverages by persons not of legal age;
- d. Participation in any conduct that may constitute a crime and/or result in injury to person(s) or property while under the influence of alcohol;
- e. The operation of a motor vehicle, by an individual of any age, under the influence of alcohol.
- f. The consumption or possession of open alcoholic beverage containers in public areas on or off campus, that is not in accordance with federal, state and local laws or ordinances.
- g. Attendance in class, at an organizational meeting, or at an educational event that is specific for an educational purpose, such as but not limited to, a lecture or presentation that may be a course requirement, while under the influence of alcohol, as noted in this section, is a violation. Further, if medical assistance is sought for a student in need who has consumed alcohol, the student and the student caller may qualify for Medical Amnesty as defined under Pennsylvania ACT 66. See also the Drug-Free Schools and Communities Act Amendments of 1989.
- h. Failure to abide by Residential and Dining Services alcohol guidelines.

##### Campus Safety

- a. Tampering with any fire safety equipment and/or emergency call equipment, not abiding by fire alarms, the actual dismantling of any equipment alerting others that danger is in the way.
- b. Issuing a bomb threat or other warning of impending disaster without cause.
- c. The actual possession and/or detonation of any device that acts like an explosive and may harm persons or property is prohibited.

**Complicity** - Knowingly assisting someone in and/or being associated with a violation of a federal, state or local law or ordinances, applicable regulations and policies, or this code of conduct.

##### Disruptive Conduct

- a. Behaving in a manner that is disorderly, unruly and/or disturbs the peace.
- b. Actions that impair, interfere with, or obstruct the freedom of passage within or outside of University buildings and grounds.
- c. Willful occupation of any portion of a University building or ground that restrict/s the freedom to utilize the building and/or space in accordance with its intended and regular purpose.
- d. Actions that disrupt, endanger, or disturb the normal functions of the University or the safety of a person or persons.
- e. Actions that disrupt and/or interfere with, in any way, an investigation and/or the student conduct process.

**Failure to Comply** - Failure to follow the directions of University officials made in the performance of their duties. This includes, but is not limited to, failure to complete disciplinary sanctions, failure to accurately identify oneself when requested, and/or failure to respond to requests from Residential and Dining Services staff.

**False Information** - Knowingly providing false or misleading information to a university official in the performance of their duties. This includes falsifying, distorting, or misrepresenting the truth during proceedings under the Student Code of Conduct, including knowingly submitting a false complaint.

**Gambling** - Conducting, participating in and/or the organization of any form of games of chance or other activity that is prohibited by applicable federal, state or local law or ordinances.

**Harassment** - Engaging in conduct that is harassing, intimidating or threatening, or engaging in conduct that constitutes unlawful discrimination based on another person's race, color, sex, sexual orientation, gender identity, religion, creed, age, national or ethnic origin, citizenship, or veteran status or disability. This includes conduct involving electronic communication. [Notice of Non-Discrimination and Privacy Policy](#); [Discrimination and Harassment Policy](#)

**Hazing** - Violations of the Hazing Prevention Policy or any local, state, or federal hazing statute or regulation. Please also refer to the ESU Hazing Prevention Policy ESU- 2019-02. [Hazing Prevention Policy](#)

**Information Technology** - Misuse of any university communications equipment, services, or transmissions. Misuse or unauthorized use of university computers or violating the stipulations of the ESU Computer Policy. Please also refer to the Acceptable Use of Technology Policy ESU-FA-2011-032-A. [Acceptable Use of Technology Policy](#)

**Lewd Acts** - Refers to any act that is sexual in nature, which would be considered indecent or shocking to a reasonable person. This might include the exposing of genitalia in public, fondling oneself in public, and/or urinating in public.

**Misuse of Property** - Deliberate destruction damaging public or private property. The unauthorized access or entry into University property, buildings, structures, facilities, residence facilities or property of any member of the University community.

**Misuse of University Materials** - Forgery, alteration, duplicating, photographing, and/or falsification of University forms, records, either electronic or physical. Using another ESU community member's identification as your own. See also [ESU eCard](#)

**Narcotics and Drugs** - Acts involving the manufacture, distribution, sale, exchange, use, offer to sell or possession of illegal drugs, narcotics, drugs not prescribed for the person in possession of the drug, or drug paraphernalia. Illegal drugs are defined by state and federal statutes. The use of counterfeit or synthetic substances, frequently referred to as "designer drugs" is also prohibited. Medical marijuana is prohibited from being present and/ used on campus as it is still considered a schedule 1 Federal drug. Attending class, an organizational meeting, or educational event that is specific for an educational purpose, such as but not limited to, a lecture or presentation that may be a course requirement, while under the influence of drugs, as noted in this section, is a violation. Further, if

medical assistance is sought for a student in need who has consumed drugs, the student and the student caller may qualify for Medical Amnesty as defined under Pennsylvania ACT 66. See also the Drug-Free Schools and Communities Act Amendments of 1989.

**Physical Harm**- Assault and/or battery upon another person. Inflicting or attempting to inflict harm to another person while engaging in intentional, negligent or reckless behavior.

**Policy or law** - Violations of University Policy and/or federal, state or local law.

**Residence Hall Information and Policies** - Violations of any policy or guideline governing university housing, as well as, the university housing agreement. Please also refer to the ESU Housing Agreement or any addendum. [Residential Life and Housing Safety & Policies](#)

**Responsibility for Guest(s)** - Failure to take responsibility for the actions of one's guest. Students may be responsible for violating University policy or this code even if the action is committed by their guest(s).

#### **Retaliation**

- a. Adverse action taken 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 being conducted at ESU or within the criminal justice system.
- b. Any action, directly or through others, which is aimed to deter a reasonable person from reporting sexual misconduct or participating in an investigation or hearing or action that is done in response to such activities. This includes but is not limited to intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations; or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing.

**Sexual Harassment** includes the following as defined by Federal law, as well as Sexual Misconduct, or Gender Discrimination outlined in ESU policy ESU-2020-01 [Sexual Misconduct \(Title IX\) Policy](#). Sexual Assault, Dating Violence, Domestic Violence and Stalking are categorized as Regulatory when it occurs in the United States, within an Education Program or Activity and when the Complainant is participating or seeking to participate in an Education Program or Activity at the time of the filing of the complaint. Otherwise, Sexual Assault, Dating Violence, Domestic Violence and Stalking will be categorized as Non-Regulatory.

- a. **Regulatory Quid Pro Quo Sexual Harassment:** Any Student Employee conditioning the provision of aid, benefit or service of the University on an individual's participation in unwelcome sexual conduct.
- b. **Non-Regulatory Quid Pro Quo Sexual Harassment:** Any Official, Volunteer or Student conditioning the provision of aid, benefit or service of the University on the individual's participation in unwelcome sexual conduct.
- c. **Regulatory Hostile Environment:** Unwelcome conduct, on the basis of sex, that a reasonable person would

determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity.

- d. **Non-Regulatory Hostile Environment:** Unwelcome conduct, on the basis of sex, that a reasonable person would determine is sufficiently severe, pervasive, and objectively offensive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from any educational, employment, social or residential program in offered connection with the University.
- e. **Sexual Assault - Sexual Penetration Without Consent:** Any penetration of the mouth, sex organs, or anus of another person, however slight by an object or any part of the body, when Consent is not present. This includes performing oral sex on another person when Consent is not present.
- f. **Sexual Assault- Sexual Contact Without Consent:** Knowingly touching or fondling a person's genitals, breasts, buttocks, or anus, or knowingly touching a person with one's own genitals or breasts, when Consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when Consent is not present, to similarly touch or fondle oneself or someone else.
- g. **Sexual Assault - Statutory:** The age of consent for sexual activity in Pennsylvania is 16. Minors under the age of 13 cannot consent to sexual activity. Minors aged 13-15 years old cannot consent to sexual activity with anyone who is 4 or more years older than they are at the time of the activity. Minors aged 16 years of age or older can legally consent to sexual activity, as long as the other person does not have authority over them as defined in Pennsylvania's institutional sexual assault statute.
- h. **Dating Violence:** includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.
- i. **Domestic Violence:** includes any violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under Pennsylvania's domestic or family violence laws or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.
- j. **Stalking/cyber-stalking:** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffer substantial emotional distress. A course of conduct is when a person engages in two or more acts that include, but are not limited to, acts in which the person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person in a prohibited way, or interferes with a person's property. Stalking includes the concept of cyberstalking, in which electronic media such as the Internet, social networks, blogs, cell phones, texts, email or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.
- k. **Sexual Exploitation:** Engaging in sexual behaviors directed toward or involving another person when Consent is not present. This includes, but is not limited to, the following actions, including when they are done via electronic means, methods or devices:
- i. Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's Consent;
  - ii. Indecent exposure or inducing others to expose private or intimate parts of the body when Consent is not present;
  - iii. Recording or distributing information, images or recordings of any person engaged in sexual or intimate activity in a private space without that person's Consent;
  - iv. Prostituting another individual; or
  - v. Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
  - vi. Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.
- Smoking/Tobacco Use** - Smoking and/or the use of tobacco is prohibited in all buildings including residence halls, classrooms and laboratories, indoor areas, and in open or partially open space such as sports or recreational facilities, theaters or performance establishments. Tobacco includes nicotine-producing products such as cigars, cigarettes, and pipes. Electronic cigarettes (smokeless) and chewing tobacco are also included. Smoking is not permitted within a 25-foot perimeter of a building, building entrance, air intakes and operable windows. Please also refer to the ESU Tobacco Policy ESU-2011-11-A. [Tobacco Policy](#)
- Theft** - The actual or attempted deprivation of public or private property. This includes but is not limited to shoplifting, deception in electronic banking; credit or debit card fraud/misuse, identity theft, and receiving stolen property.

**Threat of Harm** – Intentionally or recklessly engaging in physical, verbal or written conduct that creates a reasonable fear of infliction of physical pain or injury to another person or damage to property. This includes a single threat, or a course of conduct, regardless of whether such incidents are in person or conveyed through electronic means.

**University Brand** - Unauthorized use of the university name, logo, or other symbols of the university. Please also refer to [Licensing and Branding](#)

**Weapons or Explosive Devices** - The unlawful possession, storage, use or sale of any weapon (lethal or non-lethal), ammunition, or any incendiary, explosive or destructive device. The following prohibited items include, but is not limited to, firearms, loaded or unloaded; pellet, BB, flare, tranquilizer, stun, spear, or dart gun(s); knives with blades longer than 3 inches; any cutting instrument where the blade is exposed in an automatic way; daggers or swords; striking instruments including clubs, truncheons, and blackjacks; martial arts weapons; bow and arrow combinations; explosive devices; ammunition or components to manufacture ammunition; or any object actually used as weapon to cause or threaten harm. See also [esu.edu/police/publication](http://esu.edu/police/publication).

## VII. Educational Sanctions

The following are educational sanctions that may be assigned to the student or student organization when there is responsibility for violating the student code of conduct. These sanctions are not progressive in nature. More than one sanction may apply.

*Restitution:* Payment and/or reimbursement for replacement and/or repair of damages to public or private property.

*Campus/ Community Service:* a specified number of hours of service to the campus/community. When possible, the service requested shall be related to the disciplinary infraction.

*Educational Program Referral:* may include but not be limited to alcohol and/or other drug education, time management education, and/or; emotions management education. Other educational sanctions may include writing a paper, presenting a program, designing a bulletin board, checking fire safety equipment, and/or attending an assigned workshop. The student must provide documentation of satisfactory completion of assigned program.

*Alcohol and Illegal Drug Violations:* Parental notification may be rendered for students under 21 years of age when a student is either found, or takes, responsibility for the violation.

*Administrative Hold:* A hold may be placed on a student's record to ensure that the student complies with sanctions or pending the resolution of conduct matters. 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 office of Student Conduct and Community Standards.

*Official Warning:* An official notice that indicates to the student that future violations during the period covered by the warning may result in additional sanctions.

*Residence Hall Room Reassignment:* Movement from a current residential assignment to another location in campus housing. Housing rates may be impacted.

*Residence Hall Probation:* A status indicating that if a student is found responsible for further violations of the student code of conduct, especially if the conduct relates to Residence Life and Housing rules, the student may be removed from university housing.

*Residence Hall Suspension:* Removal from university housing for a specified amount of time. Students suspended from the residence halls for disciplinary reasons, will not be eligible for a refund of room fees. Students must properly check out of their rooms 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 residential area without approval of the Office Student Conduct and Community Standards/designee once they have officially checked out.

*Restriction(s) of Privileges:* Students may be restricted from holding executive roles, leadership positions, living in, and/or visiting university owned or affiliated housing, participating in campus sponsored organizations and/or events.

*No Contact Directive:* Official written expectations issued by a University administrator restricting or prohibiting contact between individuals, and may also include other restrictions.

*Deferred Adjudication:* refers to the process when a student is responsible for a violation but the finding is held so the student can complete certain requirements in an allotted timeframe. In order to receive Deferred Adjudication, the student must begin by accepting responsibility. At the completion of all requirements, the student will be adjudicated "not responsible." This may only be used for specific non-violent first-time offenses.

*Disciplinary Probation:* A status indicating that the student or student organization is not in good standing. This sanction may limit the student or student organization in participating in certain roles and/or functions at the university or in representing the university. A student or student organization in disciplinary probation may be subject to further discipline in the event of other misconduct.

*Deferred Suspension:* 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 and there are no further policy violations. This status also renders the recipient not in good standing.

*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 reapply and/or return to the University under stipulation(s) provided by SCCS/designee. Students suspended from the institution for disciplinary reasons, will not be eligible for a refund from classes or residence hall fees. The student may be prohibited from ESU property and events based upon the nature of the misconduct.

*Expulsion:* The student is permanently separated from the University without the ability to return. A student expelled from the institution for disciplinary reasons, will not be eligible for a refund from classes or residence hall fees. The student may be prohibited from ESU property and events based upon the nature of the misconduct.

### VIII. Interim Suspension

When there is reason to believe that a student or student organization presents an immediate and significant threat to the safety and well-being of other persons and/or property, an interim suspension may be imposed pending the formal disposition of the disciplinary case. A decision to impose an interim suspension is made by the Office of Student Conduct and Community Standards. The Director for the Office of Student Conduct and Community Standards/designee will meet with the student to discuss the interim suspension and the formal hearing process. The student may choose to have the Director or designee settle the case if possible during the Interim Suspension hearing. This would include the student entering into mutual resolution with SCCS and waiving their right, in writing, to a Formal Hearing. The student may accept the decision with all sanctions, in writing, at the Interim Suspension hearing or up to the hour before the Formal Hearing. If the student does not attend the Interim Suspension Hearing, a Formal Hearing will be scheduled and the Interim Suspension will remain in place until the results of the Formal Hearing.

### IX. Procedural Due Process/Stages of the Conduct Process (Non- Sexual Misconduct Matters)

The conduct process for a student or student organization begins when SCCS receives a referral of a potential violation of the Student Code of Conduct or local, state, or federal law. The referral is reviewed by SCCS and notice is sent to the student/student organization concerning the nature of the violation reported, date and location of incident, and asking the student/student organization to meet with a member of SCCS or designee.

1. **Receipt of Referral:** SCCS receives a referral that is filed within a reasonable amount of time following the discovery of the alleged violation and no later than three (3) months after the discovery, except in extraordinary cases or cases involving allegations of serious misconduct. In certain cases, the SCCS may waive the time period for filing charges after making a finding in writing that waives the time period for filing charges in the best interest of the University.

A referral may be initiated by a student, faculty member, University Police personnel, staff member, office personnel, or interested party to the University. The Director of SCCS or designee may request information concerning prior misconduct of the student from the University Police and other appropriate persons or offices. SCCS will then send the student notice of the referral through either (1) a Charge Letter informing the student of the process, or (2) an Interim Suspension Letter informing the student of the charges and Interim Suspension Process. This notice will be sent to the student's official university email account. For student organizations, this notice will be sent to the official university email account of the presiding officer of the organization (President).

2. **Resolution Options:** The University conducts meetings for students involved in incidents that may require disciplinary action. A member of the office of Student Conduct & Community Standards or designee will meet with the student for a Conduct Conference to review all charges, pertinent information to the incident and formal hearing options. Unless otherwise specified in this document, the student has the right to choose from the following options:

a. Option One: Mutual Resolution through Conduct Conference:

This is an informal meeting conducted by a member of SCCS/designee. This meeting is intended to apprise the party of the information contained in the referral, discuss the charges, and potential outcomes. Students are given the opportunity to explain their involvement in the incident and admit to some/all responsibility for the violations. If a mutual agreement is reached, the student will sign a form waiving his/her/their right to a formal hearing and his/her/their right to an appeal. The conduct conference, which is not recorded, is adjudicated by the 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/their own behalf. After the conduct conference, the adjudicator may reach one of the following decisions and send the decision in an Outcome Letter:

1. Student is responsible;
2. Case dismissed due to student not being responsible; or
3. Case continued pending further investigation by the hearing officer.

b. Option Two: Formal Hearing with an Administrative Hearing Officer or the University Conduct Board:

This is a formal hearing before either one Administrative Hearing Officer or the University Conduct Board. The UCB is a panel consisting of students and faculty/staff, but for cases falling within Title IX regulations, the panel will not include student board members. Students may bring witnesses who have knowledge of the incident to this hearing. Students also have an appeal option after a formal hearing. At the conclusion of the Formal Hearing, the adjudicating body has up to five business days to reach a decision.

When circumstances arise (e.g., staffing constraints or a particularly complex matter), additional time may be required to issue a decision. If additional time is needed, that will be communicated to the charged student(s). In cases of sexual harassment/sexual misconduct or physical violence, the complainant will also be notified of the delay.

Once a decision is reached, the decision will be sent in the form of an Outcome letter to the student's official university email address. If SCCS does not receive an appeal from the student within 5 business days from the date of Outcome letter, it will be understood that the student accepts the decision as final, waives his/her right to appeal, and all sanctions will be effective.

If the charged student(s) fail(s) to attend the Conduct Conference or does not respond to the requests concerning the alleged matter, the matter will be scheduled for a hearing. A letter will be sent to the charged student informing them of the hearing date/time. 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. The advisor may only consult and interact privately with the student. The decision rendered by the Administrative Hearing Officer or UCB during a formal hearing shall be based solely upon the evidence/information presented in the hearing. This is a

recorded hearing where witnesses may be called to provide information. The student's witness(es) must have pertinent information to the case. (Character witnesses are not permitted.) If, during a hearing, additional violations are brought to light, new charges may be filed and a new hearing may be scheduled.

c. Conflict Resolution Session/s: When appropriate and agreeable to all students involved, a conflict resolution 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 this process may be an option. At the conclusion of the Conflict Resolution process, an Outcome letter will be sent to both parties.

#### **X. Decision**

All decisions of the Administrative Hearing Officer, Adjudicator, Hearing Officer, or University Conduct Board are final after the appeal process has been exhausted, for all sanctions up to and including expulsion.

#### **XI. Appeals of Formal Hearings**

Appeals are decided by the Vice President for Campus Life and Inclusive Excellence/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 submitted/delivered to the office of Student Conduct and Community Standards within five (5) business days after the decision of the hearing. Upon receipt of the written appeal, the Office of Student Conduct and Community Standards will submit the appeal to the designated individual and defer the imposition of the sanction(s) pending the decision on the appeal. Appeals must be based on:

- a) Lack of procedural due process;
- b) Lack of substantial evidence to support the decision; or
- c) New evidence that was not previously available that could 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.

If the appeal meets one of the categories listed above, it will be reviewed by the designated individual and the following may be recommended:

- 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 with instructions for re-adjudication relative to specific issues; or
- d) Overrule the decision and dismiss the case.

Decisions on appeal will be rendered by the Vice President, Provost or President within ten (10) business days, unless justifiable circumstances make adherence to this time frame infeasible. The decision of the Vice President, Provost, or President is considered final university action. There is no other appeal process.

#### **XII. Cases Involving Sexual Misconduct (Title IX) Policy** **Additional procedural requirements for cases Involving Sexual Harassment/Sexual Misconduct/Dating Violence/Domestic Violence/Stalking (see also ESU Policy ESU-2011-10):**

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 and Community Standards, the University Police and/or local police in both or either jurisdiction. The complainant has the right not to report sexual misconduct to University Police and/or local police if he, she, or they choose.
2. Formal hearings will be the venue for any incidents involving sexual harassment/sexual misconduct that are not resolved through an informal resolution process within the Title IX office.
3. Retaliation against any individual on the basis of a good faith report made by such individual, and/or on the basis of that individual's participation in an investigation, hearing, and/or final disposition of the sexual misconduct investigation is contrary to the community standards and is strictly prohibited under this code of conduct.
4. Both the respondent and complainant have the right to have one Advisor of their choice present at all steps of the process and at the student's personal expense. The Advisor may include a parent, guardian, or attorney. The Advisor may confer with the respondent or complainant, but may not speak on the respondent's or complainant's behalf. The Advisor is allowed to conduct the cross examination on behalf of the complainant and/or respondent in sexual harassment/sexual misconduct/VAWA related cases in the formal hearing.
5. The respondent(s) and complainant(s) may have character witnesses present on his/her/their behalf at the formal hearing.
6. Both the respondent and complainant have the right to be informed of the outcome of the hearing in writing.
7. Students, respondents and complainants, have the right to appeal the outcome of a formal hearing on the following grounds:
  - 1) A procedural irregularity under the University policy or procedures that more likely than not affected the hearing outcome.
  - 2) New evidence that was not reasonably available through the exercise of reasonable diligence at the time of the hearing or dismissal of the Formal Complaint that more likely than not could affect the outcome of the matter.
  - 3) The Title IX Coordinator, Investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that more likely than not affected the outcome of the matter.
  - 4) The Disciplinary Sanction imposed was arbitrary or capricious or the appropriateness of the sanction. (If appealing under this category, the other Party will be given 5 days to respond to the Disciplinary Sanctions basis of appeal after being notified of the appeal.)

#### **The following are possible educational sanctions for cases falling under the Sexual Misconduct (Title IX) Policy**

Official warning for one semester

Official warning for two semesters

Disciplinary probation for one semester

Disciplinary probation for two semesters

Deferred suspension for a specified period of time, not to exceed two semesters

Suspension for one semester

Suspension for two semesters  
 Suspension for three semesters  
 Suspension for four semesters  
 Suspension for five semesters  
 Suspension for six semesters  
 Expulsion  
 Educational program referral such as the civility workshop; ethics seminar; alcohol or other drug related educational program either on-line or in person  
 Outside mental health assessment with a licensed clinician-at the student's own cost  
 Trespass from campus  
 Administrative Housing Assignment Relocation  
 Suspension from housing for one semester  
 Suspension from housing for two semesters  
 Suspension from housing indefinitely  
 Restriction of activity for one semester  
 Restriction of activity for two semesters  
 Restriction from activity for three semesters  
 Restriction from activity for four semesters  
 Restriction from activity for duration of undergraduate or graduate enrollment  
 Administrative hold on student account.

### XIII. Provision for Amendments

This document is reviewed annually by the Director of Student Conduct and Community Standards in consultation with University Legal Counsel. When time and staffing permit, a committee of students, faculty and administrators will periodically review this document and suggest changes to the office of Student Conduct and Community Standards.

### XIV. Disclosure of Discipline Records and Records Retention

#### Disclosure of Discipline Records:

All Students' disciplinary records are kept in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Buckley Amendment"), 20 U.S.C. 1232g. In accordance with these provisions, all disciplinary files are confidential and may only be disclosed:

- To the student;
- To a person or agency possessing a signed consent from the student authorizing the release to the designated person/agency. Signed consent forms must meet the requirements of FERPA. Consent forms are available from the office of Student Conduct and Community Standards at the student's request.
- Records may also be disclosed to the following individuals without consent of the student:
  - To the parents of a dependent student (as defined by the Internal Revenue Service);

- To the parents or guardians of a student under the age of 21 who has been found responsible, or accepted responsibility for an alcohol or drug violation. In such instances, the parents/guardians may be notified of the violation(s) unless the student shows proof of independent status. The student will have 5 days from the date of the Educational Outcome letter to show such evidence using the Proof of Independent Status Form.
- To a court official, agency, or other designated individual in order to comply with a subpoena or court order served upon the University. When served with a subpoena or court order, the University will notify the student in writing that it is complying with the court order, unless otherwise required by the court order.
- To a requesting individual where the Student has been found responsible, or accepted responsibility, under the Student Code of Conduct for a violation relating to a crime of violence or a non-forcible sex offense, as provided in FERPA (34 C.F.R. § 99.39).<sup>1</sup> In such instances, only the final results (the name of the student, the violation committed, the Educational Outcome imposed, and date of decision and duration of Educational Outcome) will be disclosed. The names of other students, including any reporting or complaining student and witnesses, will not be disclosed without the consent of the referred student.
- To the victim of a referred student alleged to have committed a crime of violence or non-forcible sex offense. In such instances, a finding of responsibility is not required; however, the University will disclose only the final results (the name of the student, the violation committed, the Educational Outcome imposed, date of decision and duration of Educational Outcome) of the disciplinary proceeding.
- To others within the University with a legitimate need to know and for compliance with other University policies and reports.

Consistent with the Sexual Misconduct (Title IX) Policy, the University will disclose the outcome of a disciplinary proceeding alleging sexual misconduct to both the Complainant and the Respondent. The University may also disclose the results of a disciplinary proceeding

<sup>1</sup> A crime of violence is any act(s) that would, if proven, constitute: destruction/ damage/ vandalism of property, arson, assault offenses, burglary, forcible sex offenses, robbery, criminal homicide,

kidnapping or robbery, as more fully defined in Appendix A to Part 99 of FERPA.

brought against the alleged perpetrator to the alleged complainant of any crime of violence, as that term is defined in 18 U.S.C. 16.

#### **Records Retention:**

All disciplinary records are the property of the office of Student Conduct and Community Standards. The office will maintain these records for 7 years from the date of graduation, or the last date of enrollment if the student did not graduate. All records related to Student group conduct will be kept in the Student group's official file indefinitely and the group outcomes may be shared or published at the University's discretion. Records involving expulsions are kept indefinitely.

# 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.

**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**

As of the 2022/2023 academic school year, all resident students are eligible to purchase a parking permit and bring their vehicle to campus.

### **Vehicle Registration**

Each semester, students shall register their vehicles within two weeks 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.

## **Parking Permits**

All vehicles parking on campus must properly display a valid 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.

**Students are not permitted to display their permit on or register a vehicle whose owner/operator is another student, or the parent(s) or relative of another student.**

## **Student Parking Permit Fees**

Commuter permits: If purchased before 4pm on 8/11/23 - \$70/semester or \$100 /year (commuter permits purchased before 4pm on 8/11/23 will be mailed to the address remitted at the time of purchase)

Commuter permits: If purchased after 4pm on 8/11/23 - \$100/semester or \$150/year (commuter permits purchased after 4pm on 8/11/23 must be picked up at the Security/Parking Office)

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

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

Resident permits purchased before move-in weekend will be delivered to the student's on-campus mailbox. Resident permits purchased during or after move-in weekend must be picked up at the parking office.

Currently there is no charge for parking in any student lot during the summer break provided the student's vehicle is parking in a student lot.

Visit [www.esu.edu/university\\_police/parking-transportation/permits.cfm](http://www.esu.edu/university_police/parking-transportation/permits.cfm) for additional permit information"

## **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

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 - \$200 (ESU citation)

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

- 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 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 separate hold will be put on a student's records for each parking violation issued. Holds are removed as the tickets 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.
- Any person who shall tamper with, damage, deface, remove or attempt to remove any device used to immobilize a vehicle which has been booted by the University Police or Security, or who shall move or attempt to move the booted vehicle before the release of the vehicle has been officially secured, shall be reported to Student Conduct, may be prosecuted and shall be required to make full restitution for damages caused by such actions.

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: [www.esu.edu/university\\_police/parking-transportation/index.cfm](http://www.esu.edu/university_police/parking-transportation/index.cfm)

## SAFETY REMINDERS

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### 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 570-422-3064.

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.

If you should return to your residence and suspect that it has been illegally entered, do not enter. Call the University Police at 570-422-3064. In the event of an emergency call 911.

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.

### Fire Safety Tips:

- Familiarize yourself with the location of fire alarm pull stations and fire safety equipment, and all exits
- If you encounter smoke, flames or have a medical emergency, immediately call 911 and provide as much information as possible.
- If the fire alarm sounds, assume an actual fire or emergency is occurring in the building and evacuate as quickly as safely possible through the closest exit. If you encounter smoke while evacuating, keep as low to floor as possible. If you are able, help others that require assistance.

### 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
<a href="#">Academic Requirements</a>	Faculty Adviser or University Catalog	
<a href="#">Athletic Information</a>	Koehler Fieldhouse	3642
<a href="#">Automobile Registration</a>	University Police	3064
<a href="#">Books and Supplies</a>	University Store, University Center	2665
<a href="#">Campus Events/Activities</a>	Student Activity Association, University Center	3291
<a href="#">CARE</a>	Dean of Student Life, Lower Sycamore	3798
<a href="#">Career Planning and Resources</a>	Career and Workforce Development, University Center	3219
<a href="#">Change of Course/Schedule</a>	Student Enrollment Center, Zimbar-Liljenstein Hall	2800
<a href="#">Commuter Student Services</a>	University Center	3384
<a href="#">Course Schedules</a>	Your Faculty Adviser or MyESU Portal	
<a href="#">Diversity and Inclusion</a>	Campus Life & Inclusive Excellence, Reibman Administration	4017
<a href="#">Employment (Work/Study)</a>	Human Resources	3145
<a href="#">Event Scheduling and Room Reservations</a>	Conference Services	3061
<a href="#">Fees, Tuition, Room and Board</a>	Student Enrollment Center, Zimbar-Liljenstein Hall	2800
<a href="#">Gender and Sexuality Center</a>	University Center G-7	3614
<a href="#">Graduate Study Information</a>	Graduate College, Zimbar-Liljenstein Hall	3536
<a href="#">Greek Life</a>	University Center	3775
<a href="#">Honors Program</a>	Paul Creamer, director	3318
<a href="#">Housing (On-Campus)</a>	Residential & Dining Services, Hemlock Suites	3460
<a href="#">Identification Cards/eCards</a>	Campus Card Center, University Center	2273
<a href="#">Health Services at Lehigh Valley Health Network - Pocono</a>	100 East Brown Street, East Stroudsburg	3553
<a href="#">Insurance, Student</a>	Health & Wellness, Sycamore Suites	3553
<a href="#">Lost and Found</a>	University Police	3064
<a href="#">Meal Plans</a>	Dining and Catering	3460
<a href="#">Meeting Place Reservations</a>	University Center	3767
<a href="#">New Student Programs</a>	Reibman Administration Building	3542
<a href="#">National Student Exchange</a>	International Programs, Zimbar-Liljenstein Hall	3527
<a href="#">Orientation</a>	Reibman Administration Building	3542
<a href="#">Parents and Families</a>	Dean of Student Life, Sycamore Suites	3461
<a href="#">Parking Regulations</a>	University Police	3064
<a href="#">Personal Counseling</a>	Counseling and Psychological Services, Sycamore Suites	3277
<a href="#">Registration</a>	Student Enrollment Center, Zimbar-Liljenstein Hall	2800
<a href="#">Room Changes</a>	Resident Director	
<a href="#">Scholarships and Loans</a>	Student Enrollment Center, Zimbar-Liljenstein Hall	2800/800-378-6732
<a href="#">Sexual Harassment/Title IX Concerns</a>	Equal Opportunity and Title IX Coordinator	3461
<a href="#">Student Activity Association</a>	University Center	3556
<a href="#">Student Conduct and Community Standards</a>	Sycamore Suites	3461
<a href="#">Student Teaching</a>	Director of Field Experience, Stroud Hall	3471
<a href="#">Study Abroad</a>	Director of International Study Programs	3527
<a href="#">Tutoring Services</a>	Warrior Tutoring Center, Rosenkrans East	3433
<a href="#">Undeclared Majors</a>	Dept. of Academic Enrichment and Learning, Rosenkrans East	3164
<a href="#">Wellness Education and Prevention</a>	Sycamore Suites	3298
<a href="#">Withdrawal from Course/University</a>	Student Enrollment Center, Zimbar-Liljenstein Hall	2800

