

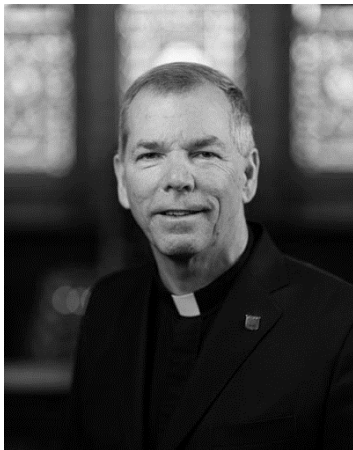


KING'S COLLEGE

TRANSFORMATION. COMMUNITY. HOLY CROSS.



STUDENT HANDBOOK 2024



Dear King's Student:

Last year, Student Government challenged the members of our King's College community to "Make your Mark." I love it when our students put into words the values that are at the core of who we are as a college community. At King's we value each member of our community and believe that each person has a positive contribution to make. And so, I echo the call of your fellow students and encourage you to "Make your Mark."

"Make your Mark" by participating and investing yourself in your studies, and co-curricular activities. There is a great saying, "half measures avail us nothing." If we don't engage, if we don't give our best selves in what we are doing, we will never be satisfied. It's easy to be tempted to hang out on the sidelines, not to speak in class or not to join a club or organization on campus. It's a challenge to fully engage, but the benefits are well worth it.

"Make your Mark" by taking advantage of new opportunities that will transform your mind and heart.

Time and time again when I listen to the stories of graduating seniors, I am moved by their stories of being transformed at King's because they chose to engage by going on a SERVE trip, playing a sport, participating in a Campus Ministry retreat, working at a challenging internship, or collaborating with a professor on a research project.

"Make your Mark" by getting to know your professors and the many professional staff who are here to support you. I am moved when I listen to students whose lives were transformed by a mentoring relationship with an administrator, faculty, or staff member. Take the initiative to get to know them. Seek out their advice. Don't be afraid to ask for their help. I know that our faculty, administrators, and staff care deeply about you because so many students have told me the stories of a King's person who had a major impact on their lives. The encouragement and support they received helped them to excel beyond their expectations.

"Make your Mark" by caring for our community. Respect the dignity of every person you meet on our campus. Treat one another as you wish to be treated. Reach out across differences so that everyone feels included. I love it when visitors tell me how friendly and welcoming everyone is at King's. It's a verification of the goodness of the people who make up our campus community and the effort we put forth to make it happen.

This Student Handbook serves as a helpful guide to our mutual responsibilities to be a community in which every member can flourish. I pray that during your days at King's that you will truly "Make your Mark" so that you will excel and flourish here in every way. I commit to do all that I can to help you grow and flourish during your days here as a Monarch. I ask that you commit to do all that you can to grow and flourish as a Monarch and to help one another to do the same.

Peace,

Rev. Thomas P. Looney, C.S.C., Ph.D.
President



Dear King's Student:

Welcome to the 2024-25 academic year at King's College. Whether you are a returning or first-year student, the start of an academic year promises new beginnings and exciting opportunities for learning and growth.

King's College is a place that challenges students to realize their fullest potential, to engage in rigorous scholarship and critical thinking opportunities, to open one's heart and mind to broader perspectives, to inspire and invigorate a commitment to one's faith, and to integrate and reflect upon knowledge gained in and out of the classroom.

In order to achieve these learning outcomes, you will be asked to familiarize yourself with the contents of the Student Handbook and engage in a partnership with the amazing faculty, staff, and administration of the College. We will be committed to

providing you a myriad of learning opportunities and you will be charged to do the following:

- Make a steadfast commitment to your studies and achieve a level of participation that shows you are a highly engaged student invested in your learning;
- Be open to differing perspectives and worldviews, be willing to value each person's dignity and learn to engage in respectful and insightful discourse;
- Practice and explore your faith by regularly attending mass/church services, engaging in volunteer activities, and participating in music or liturgical ministries;
- Be your best advocate and prioritize your well-being by focusing on your physical and mental health—use the gym, visit the Health Center, tap into Counseling Center resources, and seek help or assistance whenever you feel you need it;
- Engage in campus life and take advantage of all that the College has to offer in terms of leadership opportunities, whether that is athletics, student governance, honor societies, the arts, or clubs and organizations;
- Respect your community, make smart choices, and engage in behavior that is beyond reproach;
- Be present on campus and attend different campus lectures, events, and programs...this is how you meet people and feel part of the entire King's College experience!

If you follow the list above and use it as a roadmap for the academic year, I promise that you will flourish and reach beyond your perceived capabilities at King's. The possibilities are endless.

Go Monarchs!

Anitra M. McShea, Ph.D.
Vice President for Student Affairs

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Introduction

The King's College campus consists of students, faculty, and staff within our community. As in any learning community, an atmosphere of cooperation, respect for self, respect for others, and ethical judgment is essential. It is expected that students who choose to enroll at King's College make a commitment to be respectful, responsible, and genuine citizens. King's students are held accountable for their behavior, regardless of the time or place in which they occur. All King's College students are responsible for understanding and adhering to the College's policies, procedures, and Student Code of Conduct. These College policies are published in the Student Handbook, College Catalog, and issued by departments and made available on the College's website and issued through College email and/or written notice.

King's College reserves the right to change, alter, and/or modify without notice the contents of the Student Handbook, College Catalog, policies, and procedures.

NOTICES

The College supports the Ethnic Intimidation Act of 1982 of the Commonwealth of Pennsylvania, which provides additional penalties for the commission of illegal acts of intimidation when such actions are motivated by hatred of the victim's race, color, religious, or national origin. Illegal acts of intimidation due to the victim's physical ability, ethnicity, race, gender, sexual orientation, and creed are contrary to the mission of King's College and our Catholic tradition. Such offenses are major offenses of the Student Code of Conduct and will be dealt with severely. In accordance with the Higher Education Amendments of 1998, King's College reports all on-campus hate crime incidents in the annual Campus Crime Statistics Report.

It is the policy of King's College to enforce the provisions of Title VII of the Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1972, the Equal Pay Act of 1963 as amended by the Education Amendments of 1972 (Higher Education Act), Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. The College adheres to the requirements of the Higher Education Act of 2008, the Commonwealth of Pennsylvania Sexual Violence Education Act of 2010, and the Drug Free Schools and Campus Act.

In compliance with the U.S. Department of Education's Student Right-to-Know legislation, King's College has reported the following on its 2022 Graduation Rate Survey: of the initial cohort of full-time, first time, bachelor's degree-seeking undergraduate students who entered in the Fall of 2016, 57.5% attained a bachelor's degree as of August 31, 2022.

King's College is committed to equal opportunity in the admission of students, the administration of educational programs, and activities for employees and applicants for employment, without discrimination based on race, national, or ethnic origin, religion, gender, marital status, sexual orientation, age, or disability, in accordance with applicable laws.

SEXUAL HARASSMENT (TITLE IX)

King's College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual harassment. Sexual harassment violates an individual's fundamental rights and personal dignity. King's College considers sexual harassment, in all its forms, to be a serious offense. This policy refers to all forms of sexual harassment, including, but not limited to, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sexual harassment/misconduct in all its forms. The College complies with the Commonwealth of Pennsylvania law on Sexual Violence.

Title IX Coordinator

Regina Corchado, SHRM-SCP
Director of Human Resources
181 North Franklin Street
(570) 208-5968 (office)
(570) 266-3060 (mobile)
reginacorchado@kings.edu

Title IX Coordinator

Megan Casey
Associate VP for Student Affairs/Dean of Students
John Lane House, 166 North Franklin St.
(570) 208-5875 (office)
megancasey1475@kings.edu

Information about Title IX requirements is available from the Department of Education, Office of Civil Rights at their website www2.ed.gov/ocr. The website has information on Title IX and how to file a complaint online. The regional office can be contacted at:

U.S. Department of Education

The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
(215) 656-8541
(215) 656-8605 (fax)
OCR.Philadelphia@ed.gov

King's College Mission

MISSION

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

VISION

Since its founding in 1946, King's has been dedicated to the Holy Cross ideal of transforming minds and hearts with zeal in communities of hope. The College's commitment to students is expressed in both the curriculum and in co-curricular programs encouraging service, fostering reflection, and cultivating leadership skills. Inspired by the teaching and example of its namesake, Christ the King, who taught by example and ruled by love, King's forms graduates who will champion the inherent dignity of every person and will mobilize their talents and professional skills to serve the common good. In the words of its founding president, "King's teaches its students not only how to make a living, but how to live."

King's as Catholic and Holy Cross

Faithful to Blessed Basil Moreau's vision to educate people of diverse backgrounds and to the vision of its founders to educate the children of coal miners, King's provides an outstanding Catholic higher education to all qualified students who embrace its mission, including many first-generation college students.

As a Holy Cross institution, King's embodies the educational vision of Father Moreau, founder of the Congregation of Holy Cross. Father Moreau taught that quality education demands academic excellence, creative pedagogy, engaged mentorship, co-curricular participation, and a collaborative spirit.

As a Catholic institution of higher learning, King's honors faith and reason as mutually enlightening ways of knowing, probes life's great questions of meaning and purpose, encourages inter-religious and ecumenical encounter, and fosters habits of moral virtue. While promoting service to the poor and marginalized, King's educates for justice as a means to peace, witnesses to truth, and invites all to an encounter with the living God.

A CATHOLIC EDUCATION IN THE HOLY CROSS TRADITION

"A Catholic education in the Holy Cross tradition transforms minds and hearts with zeal in communities of hope."

- **Transformation:** Our colleges and universities offer intellectual, moral, and spiritual formation of the mind and heart that honors the integration of faith and reason.
- **Zeal:** Zeal is the sacred fire that enkindles transformation in us and ignites the desire to act boldly for the good of neighbor, society, and the global community.
- **Community:** Formation and transformation flourish in communities of faith and scholarship marked by unity of purpose, collaboration, and familial concern for every person.
- **Hope:** Together we strive to instill hope in the face of suffering and foster participation in works of resurrection on our campuses, in the church, and throughout the world.

ALMA MATER

Hail, our Royal Regent,
Thy sovereign name we praise,
King of Earth and Heaven,
Watcher of our ways.
We're forever loyal
Ever proud to sing
Thy glories of the school we cherish
Hail to Christ the King.

Student Engagement and Success

“How we educate the mind will change with the times; how we cultivate the heart is and will remain timeless.”

Christian Education – Moreau 1856

ACADEMIC AFFAIRS

Joseph Evan, Ph.D.

Provost and Vice President for Academic Affairs
Administration Building, Suite 326
(570) 208-5895

Neal Bukeavich, Ph.D.

Associate Vice President for Academic Affairs and Dean of Arts and Sciences
Administration Building, Suite 326
(570) 208-5895

Christopher O'Brien

Dean of Health Sciences
Richard Abbas Alley Center for Health Sciences
(570) 208-8408

Barry Williams

Dean of the William G. McGowan School of Business
William G. McGowan School of Business, Room 211
(570) 208-5932

Please refer to the current College Catalog for academic-related policies.

ACADEMIC GRIEVANCE PROCEDURE

A student who has an academic grievance against a faculty member should discuss the matter with their academic advisor or with the Office of Academic Advisement to clarify the proper procedure for handling the matter. Please see the Academic Grievance Procedure in the College Catalog.

CLASS ATTENDANCE AND EXCESSIVE ABSENCES

Please see section on **Class Attendance and Excessive Absences**.

DEGREE REQUIREMENTS AND GRADUATION

The requirements for graduation and participation in Commencement exercises are stated in the College Catalog. Students are strongly encouraged to discuss their progress towards graduation each semester with their academic advisor.

DROP/ADD COURSES

With the approval of each student's academic advisor, students may add a course to their schedule up to and including the sixth-class day of the semester. Only open classes may be added. Students may drop a course during the first six class days of each semester. Add/Drop dates are printed in the College Catalog and listed on the Academic Calendar. Add/Drop changes are updated through Self-Service student planning unless special permission requires assistance by the Registrar's Office.

OVERLOADS

An overload is when a student wishes to take a sixth course, or more than 17 credits, in a given semester. A 2.5 GPA or better is required, along with the approval of the student's academic advisor and the Registrar. There is an additional per-credit tuition charge for any course considered an overload. Arrangements for overload payment are made in the Business Office.

WITHDRAWAL FROM A COURSE

It is presumed that a student will complete all registered courses. If necessary, a student may withdraw from a course by submitting a completed Course Withdrawal Form by the date specified in the College academic calendar. Course withdrawal for all students is initiated with the student's Academic Advisor. A "W" grade is given for an approved withdrawal. If a student unofficially withdraws from a course (stops attending class without complying with school procedure), a grade of "F" will be recorded on the student's transcript. The Course Withdrawal Form can be found on the Registrar's webpage.

Late withdrawals from a course will be considered only for extraordinary circumstances accompanied by appropriate documentation. Late withdrawals are subject to the approval of the Associate Vice President for Academic Success or designee. If a course withdrawal for a full-time student result in the student's course load dropping below 12 credit hours, the student will be considered full-time for the entire semester. No refund will be credited to the student's account for the withdrawn course.

Student-athletes must maintain a minimum of 12 semester credit hours to maintain eligibility for intercollegiate athletics and resident students must maintain a minimum of 12 semester credit hours to live in college owned housing.

WITHDRAWAL FROM THE COLLEGE (VOLUNTARY)

The College recognizes that students voluntarily withdraw from the College for various reasons. There are times when the services that a student need exceeds resources that the College can appropriately provide. In these circumstances, students may withdraw from the College. Students who wish to withdraw from the College are encouraged to discuss this important decision with trusted family members and friends, as well as with College personnel, including the student's academic advisor, instructors, and professional staff.

Withdrawal from the College, either during the semester or before the end of the semester, may significantly impact a student's financial aid and loan obligation as well as payments due to the College. Thus, prior to engaging the formal withdrawal process, the student should contact the Office of Financial Aid—located in Administration Building, Room 108, or by phone at (570) 208-5868—to discuss the impact of the withdrawal on their financial aid package and obligations. Also, students should contact the Business Office—located in the Administration Building, Room 120, or by phone at (570) 208-5830—to discuss any financial obligations to the College.

Students who have decided to voluntarily withdraw from the College (either during or at the conclusion of a semester) must meet with the Associate Vice President for Academic Success or designee—located in Administration Building, Room 326, or by phone at (570) 208-5895—to complete the documentation for formal voluntary withdrawal from the College. The documentation serves as the official record for the date of withdrawal from the College. Under extraordinary circumstances, documentation can be processed electronically or by phone.

Withdrawal with the Intent to Return

Students who choose to voluntarily withdraw and intend to return to the College at a later date should meet with their academic advisor prior to leaving the College to discuss the impact of the withdrawal on progress in their major and degree completion. This conversation ought to include criteria for taking courses at other institutions and the impact of withdrawal on the proper sequencing of major courses that might determine the best semester to return to the College.

Official College Transcripts and Records

Students who withdraw from the College after the second week of the semester but before the end of the semester will receive a "W" grade recorded for each course on their transcript. Students who withdraw from the College effective after the end of the semester will receive the grades they earned for their courses. Withdrawal from the College is not noted on the student's academic transcript.

Returning to the College

Students deciding to return to the College after voluntarily withdrawing must apply for readmission through the Registrar's Office at least two weeks prior to the start of a semester or session. The Re-Admit application is available on the Registrar's webpage.

Readmission requests from students returning to the College must be approved by all the following: the Registrar's Office, Business Office/Student Accounts, the Office of Student Affairs, and the Academic Advisement Office. In addition, students must have no unpaid prior balances on their student accounts and must clear any holds placed on their account prior to being readmitted.

The following policies regarding financial assistance for withdrawing and/or returning students are found in the College Catalog:

- Reinstatement of Financial Assistance due to Withdrawal from the College
- Refund of Federal Title IV Assistance
- Return of Title IV Funds
- Pennsylvania State Grant Funds
- King's College Grant and Scholarship Funds.

WITHDRAWAL FROM THE COLLEGE (ADMINISTRATIVE - FAILURE TO ATTEND CLASS)

The College reserves the right to withdraw or terminate the privilege of attending the College when such an action is deemed advisable or necessary in the interest of the student or the College. Students who stop attending classes for a period of 14 calendar days, excluding college holidays or breaks within a semester, may be terminated if they have not made arrangements with the Associate Vice President for Academic Success or designee or the Associate Vice President for Student Affairs and Dean of Students or designee, including providing documentation to support their extended absence from classes. Students who stop attending classes without approval of one of the associate vice presidents listed above, may be administratively withdrawn from the College. Their academic transcript will indicate withdrawal from their classes. The student will be notified of their withdrawal in writing and communicated to their College email and in a letter to the home address. The appropriate College offices will be notified. The student will be refunded based on the College's refund policy and, if a resident student, must vacate on-campus housing within 24 hours of being notified.

Failure to Notify the College of Withdrawal during the Semester

Students who leave the College during the semester and fail to engage the formal withdrawal process will receive the grade earned for each registered course for the semester; this includes the possibility of earning a grade of “F” for each registered course for the semester.

WITHDRAWAL FROM THE COLLEGE (ADMINISTRATIVE - FINANCIAL REASONS)

The College reserves the right to withdraw or terminate the privilege of attending the College when such an action is deemed advisable or necessary in the interest of the student or the College. Students who fail to pay their account balances may be terminated if they have not made arrangements with the Business Office to pay the outstanding balance, including providing documentation showing approved financial aid to cover the account balance. Students who fail to pay their account balances may be administratively withdrawn due to financial reasons. The student will be notified of their withdrawal in writing by means of communication to their College email and in a letter to the home address. The appropriate College offices will also be notified.

Students deciding to return to the College after being administratively withdrawn due to financial reasons must first satisfy their outstanding balance and then apply for readmission through the Registrar’s Office—located in Administration Building, Room 102, or by phone at (570) 208-5870—at least two weeks before the start of a semester or session. Please refer to the

Returning to the College section.

WITHDRAWAL FROM THE COLLEGE (ACADEMIC SUSPENSION/DISMISSAL)

At the conclusion of each semester, students’ academic records are reviewed to determine if they are making academic progress over a reasonable time. Students who do not earn a minimum grade point average of 2.00 (term or cumulative), may be issued an academic warning or placed on academic probation. The Academic Standing Committee determines if a student is academically suspended and dismissed. When a student is suspended or dismissed from the College for academic reasons, the student may request a review of the Academic Standing Committee’s decision and must appear before the full Committee on the date and time specified in the letter of suspension or dismissal. The decision of the Committee at the review session is considered final.

WITHDRAWAL FROM THE COLLEGE (INVOLUNTARY)

At times, the College determines that it is in the interests of an individual student and the King’s College community for a student to be withdrawn from the College for the remaining portion of a semester and/or for future semesters.

Circumstances Warranting the Initiation of an Involuntary Leave of Absence Process:

1. A student’s behavior is disruptive to the safety and well-being of the College community and warrants the student being assessed and involuntary leave issued until a time when the student’s behavior does not disrupt the community.
2. In cases where the student is unable or unwilling to carry out substantial self-care based on current medical knowledge and/or best available objective evidence indicates the student poses a significant risk to the health or safety of others or where the student is an actual risk to their own safety not based on mere speculation, stereotypes, diagnosis or generalization regarding individuals with disabilities and the student does not want to take a leave voluntarily, the Associate Vice President for Student Affairs and Dean of Students or designee has the authority to place the student on involuntary leave of absence.

Process:

- Before a student is placed on involuntary leave, the College will conduct an individualized assessment and case by case determines as to whether and what reasonable accommodation can be made to allow the student to participate in the educational program at the College and continue to their classes while seeking treatment.
- The Associate Vice President for Student Affairs and Dean of Students or designee will receive a recommendation from a panel consisting of the Director of Student Health Services or designee, the Director of the Counseling Center or designee and the Associate Vice President for Academic Success or designee regarding whether the student is to be involuntarily withdrawn from the College. The decision will take into account the student’s current medical status, the student’s inappropriate behaviors, if any, and the impact of the student’s behavior on the College community and individuals. The decision to place a student on involuntary leave will be based on the student’s behavior.
- In situations when the student’s behavior provides an immediate risk the Associate Vice President for Student Affairs and Dean of Students or designee may issue an involuntary leave, which will be reviewed by the panel within two business days. The decision to place a student on involuntary leave may be appealed in writing to the Vice President for Student Affairs or designee (John Lane C.S.C. House, 166 North Franklin Street, 570-208-5875).
- If an involuntary leave exceeds five class days, the student can be administratively withdrawn from the College for the remainder of the semester. The decision to withdraw the student will be based on the student’s current semester academic performance, the specific courses enrolled, the ability to complete coursework away from campus and the ability to complete classes with an extended time period in accordance with the College’s policy on incomplete grades.

Notification of the Student:

- The student will be notified in writing of the involuntary leave including the reason(s) for the leave and criteria to return to the College. The letter will be sent to the student both electronically and in a letter to their home address. The

decision of the Associate Vice President for Student Affairs or designee may be appealed, in writing, to the Vice President for Student Affairs or designee (Rev. John Lane C.S.C. House, telephone: 570-208-5875, Fax: 570-208-6023). The decision is final and not subject to appeal or review.

Return:

- Students who are placed on involuntary withdrawal from the College may be required to provide documentation from a licensed professional counselor, psychiatrist, or psychologist of their suitability to return to the College community. The student will be supplied a form for the professional to complete and return to the College. The student will need to sign a waiver so the College professional and external professional can communicate regarding the student's ability to return to the College community. The documentation will be provided to the Director of the Counseling Center (Administration Building Room 620, (570) 208-5873) and to the Associate Vice President for Student Affairs or designee (Rev. John Lane C.S.C. House, (570) 208-5875, studentaffairs@kings.edu, fax: (570) 208-6023).
- Any conditions placed on the student's leave of absence/withdrawal from the College due to involuntary withdrawal or leave must have all conditions met, reviewed, and approved by the issuing department prior to making the request for readmission to the College.
- The student must comply with all conditions for their return to the College in order to continue matriculation at the College and being present on campus.

Denial of Return:

If the request for return is denied, a student who is on involuntary leave of absence or withdrawal, the denial can be appealed to the Vice President for Student Affairs or designee.

The appeal will be submitted in writing stating specific reasons for disagreement with the return denial. The student must include their name, email address, and cell phone number. The student must submit the appeal within five workdays of being notified of the decision to deny return to the College.

ACADEMIC ADVISEMENT

John Kratz
Director of Academic Advisement
Mulligan Physical Sciences Center, Room M-95
(570) 208-5872
academicadvisement@kings.edu

MISSION

Academic advisement is an integral part of the educational mission of King's College. The members of the Office of Academic Advisement strive to encourage the personal growth of students by instilling in them a sense of responsibility and independence. The Office promotes student success by providing opportunities for ongoing academic support services consistent with a student's academic, career, and personal goals.

To achieve this mission, Academic Advisement:

- Provides accurate and timely information concerning academic options and available resources.
- Supports students in exploring their career paths and educational goals by selecting appropriate courses to satisfy requirements of the Core curriculum and their major program.
- Ensures first-year students receive the monitoring essential to a meaningful and successful College experience.
- Assesses the students' adjustment to college.
- Assists in planning an academic program consistent with a student's abilities and interests.
- Monitors progress towards established career goals.
- Works with all students in processing Change of Major/Advisor, Course Add/Drop, and Course Withdrawal forms.

ACADEMIC SKILLS CENTER

Sheri Yech

Director of the Academic Skills Center & Tutorial Coordinator
Mulligan Physical Sciences Center, Room 94
(570) 208-5823

Melissa Ciocco, Ed.D.

Associate Director of the Academic Skills Center & Disability Services Coordinator
Mulligan Physical Sciences Center, Room 94
(570) 208-5800

The Academic Skills Center mission is to strengthen learning, enhance retention, and promote student success by providing academic support services to students and professional development to faculty.

The Academic Skills Center is a coordinated program of learning assistance services, including study skills and content-centered peer tutoring, disability/accessibility services, writing skills and support, and guided development in learning and study skills. The goal of these services is to assist students in mastering effective learning strategies that contribute to their academic success at King's College.

The Academic Skills Center provides academic assistance to students from acceptance to the College through graduation. As they matriculate at the College, students may improve their academic skills through the Learning Strategies Workshops, One to One sessions with a Learning Specialist, and the Peer-Tutoring Program.

The Learning Strategies Workshops and sessions with a Learning Specialist offer students the opportunity to improve their skills in the areas of time-management, note-taking, reading/reasoning skills, study methods, and test taking. Students may inquire about days, times, and location of these workshops and meetings in the Academic Skills Center.

The Peer-Tutoring Program allows students to participate in a collaborative learning experience. Through this program, students seeking to improve their academic performance in a subject are paired with experienced students who share their skills and knowledge of that subject and study techniques. Tutoring is available in most disciplines, subject to the availability of tutors. The program provides course content assistance to students free of charge. The King's College Peer-Tutoring Program is certified by the College Reading and Learning Association (CRLA). To participate in this active learning approach, visit the Tutoring webpage or contact the Tutorial Coordinator in the Academic Skills Center.

The Writing Center, operated by the English Department, offers peer-tutorial assistance to students who wish to improve their writing skills. Students who wish assistance with research papers, analytical essays, or other core and major course writing assignments may utilize this walk-in service, located near the Post Office of the Mulligan Physical Science Center. Hours of service are posted each semester.

Any student who discloses a documented disability to the Academic Skills Center Disability Services Coordinator may request appropriate accommodations as protected under Americans with Disabilities Act. Common disabilities disclosed are Learning Differences, ADHD, Mental Health diagnosis, Autism Spectrum Disorders, physical or medical conditions, and some food-related issues. It is suggested to disclose a disability early in the college process (also see Services for Students with Disabilities).

The First-Year Academic Studies Program (FASP) is fee-based support, which recognizes that the first year of College is a year of transition for students with learning disabilities. The need for independence and self-confidence must be balanced with the development of successful strategies for learning and self-advocacy. To facilitate this transition, the First-year Academic Studies Program enrolls students in regular core and major required classes at the College, but supports each class with a structured, supplementary program of course specific learning strategy. Students accepted in the First-year Academic Studies Program will meet individually and in small groups with a learning specialist who will design a program of learning strategies to meet the specific learning profile of each student. In addition, the learning specialist and other Academic Skills staff will act as advocates for the student in the first year and mentor students as they develop self-advocacy skills. This service may continue into the second year if requested. It is fee-based.

ATHLETICS DEPARTMENT

Cheryl Ish

Associate Vice President and Executive Director of Intercollegiate Athletics and Recreation
William S. Scandlon Physical Education Center
(570) 208-5855

MISSION

Guided by the Holy Cross tradition, the Athletics Department is committed to being an integral part of the student athlete's college experience. At King's College, athletic programs observe the institutional mission of providing experiences encouraging student-athletes to lead meaningful and satisfying lives. Through participation in intercollegiate athletics, student-athletes pursue academic and athletic success, develop leadership and collaborative skills, and exercise the principles of good sportsmanship.

VISION STATEMENT

King's College will continue to offer a broad-based athletic program that provides our student-athletes with a quality, competitive athletic experience; provide mentorship through experienced and dedicated coaches who adhere to the Division III philosophy and the values promoted by the College; and opportunities for individual and shared success.

GOALS

Encourage student-athletes to embrace regional competition and conference championships as an athletic goal and to strive for competitive excellence in intercollegiate sports.

- Adhere to athletic and academic guidelines of the NCAA Division III, the Middle Atlantic Conference, and King's College.
- Recruit competitive rosters, provide individualized attention and support for student-athletes, and cultivate all-around collegiate success.
- Value ethnic diversity and gender equality within intercollegiate athletic programs.
- Promote undergraduate academic achievement and advocate the value of lifelong learning.
- Cultivate an athletic environment that embraces service learning and the institutional goal of educating the minds and hearts of students, as expressed in the words of founding President, Fr. James Connerton, C.S.C., "King's teaches students not only how to make a living, but how to live."

FACILITIES AND MEMBERSHIP

The William S. Scandlon Physical Education Center is the most complete facility of its kind in the area. It houses a swimming pool, racquetball courts, a wrestling facility, wellness center, a state-of-the-art Sports Medicine Clinic, Recreation Center, and the McGrane Gymnasium. In addition, athletics administration offices and the Sports Information Director are in the Center. Coaches' offices are in several facilities on campus. Please contact the Athletics Department to locate a specific coach.

SCANDLON PHYSICAL EDUCATION CENTER SCHEDULE	
Gym, Recreation Center, and Wellness Center	
Monday through Friday	7 a.m. – 10 p.m.
Saturday	10 a.m. – 9 p.m.
Sunday	1 p.m. – 10 p.m.
Pool	
Monday through Friday	11 a.m. – 9pm.
Saturday	Closed
Sunday	Closed

Robert L. Betzler Athletic Complex is home to our outdoor sports program. The complex is the home for field hockey, football, soccer, baseball, lacrosse, softball, track and field, and the John D. Dorish Field House.

All students, faculty, staff, and alumni using the athletic facility at the Scandlon Center are required to sign the logbook upon entering the Center. The following groups have membership and access to the athletic facilities:

- **Students:** All registered students at King's College (full-time/part-time) who possess a King's College ID card are eligible to use the facility, including the Wellness Center, gymnasium, pool, and racquetball courts. King's considers students first-priority users so that their needs for intercollegiate and intramural use can be met. Students must present a King's College ID to the desk attendant when entering the facilities. ID cards cannot be passed on or transferred to another person. All students must follow the guidelines for card use. Students can bring one guest but must receive prior approval by applying for a guest pass. Guest pass request forms are in the Athletics Department Administration Office. Request forms must be submitted and approved 24 hours before using the facilities. King's students are responsible for their guests. Guests are not permitted to use facilities without the host student present.
- **Faculty and Staff:** All full-time faculty, part-time faculty, and staff currently employed by King's College who possess a King's College ID card may use the facilities, including the Wellness Center, gymnasiums, pool, and racquetball courts. When accompanied by a faculty or staff person, members of their immediate family may also use the facilities. Children of faculty and staff 12 years of age and under must always be accompanied and directly supervised by at least one parent when using any athletic facility.
- **Alumni:** King's College alumni may use most of the athletic facilities. To be admitted to the facility, the alumna/alumnus must obtain a membership card through the Office of Alumni and Engagement. This card must be renewed annually. Alumni cards are not transferable. All alumni are permitted to bring a guest. If more than one guest is desired, special arrangements must be made with the Director of Athletics. All alumni will be held responsible for knowing and adhering to the rules and regulations pertaining to the facility. The Wellness Center is not open to alumni. A copy of these rules may be obtained at the entrance of the facility.

College personnel may request identification from any individual using the facilities or on the premises. A copy of the rules and regulations for the use of the facility may be obtained from the desk in the lobby of the facility, or at the Athletics Department Administration Office Athletics.

VARSITY ATHLETIC PROGRAM

The Varsity Athletic Program provides competition at the intercollegiate level in 29 sports. King's College is a member of the Middle Atlantic Conference (MAC) and National Collegiate Athletic Association (NCAA). Students who do not participate in varsity sports are encouraged to take part in the full schedule of intramural and club sports, which make up a dynamic part of the co-curricular activities at King's.

To participate on a varsity athletic team, a student must be enrolled in a full-time course load and maintain a minimum cumulative 2.0 GPA. It is further required that all student-athletes have proof of insurance and a physician-signed physical form submitted to the Sports Medicine Department before practicing with any team. Any student desiring more information on a varsity team should contact the Athletics Department.

The following varsity sports are offered at King's:

Men's Intercollegiate Athletics

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Ice Hockey
- Lacrosse
- Soccer
- Swimming
- Tennis
- Track and Field
- Volleyball
- Wrestling
- Ice Hockey
- Lacrosse
- Soccer
- Softball
- Swimming
- Tennis
- Track and Field
- Volleyball

Women's Intercollegiate Athletics

- Basketball
- Cross Country
- Field Hockey
- Golf

Coed Intercollegiate Club Sports

- Cheerleading
- Esports

Coed Intramural Sports

- Basketball
- Indoor Soccer
- Volleyball
- Yoga
- Corn hole

BOOKSTORE

Monarch Outfitters & Books

149 North Main Street
(570) 208-8640

The King's College campus store, Monarch Outfitters and Books, is located at 149 North Main Street, across from Scandlon Gym. Textbooks and course materials must be ordered online at kings.ecampus.com where ordering is available 24/7. Orders can be shipped to your home or to Monarch Outfitters and Books for pick up during regular business hours.

Monarch Outfitters and Books, operated by eCampus, offers a variety of emblematic clothing and imprinted merchandise as well as school supplies. Merchandise orders may be placed online or in store. Visa, Master Card, Discover, American Express, PayPal, and Apple Pay are accepted. King's Cash is also accepted in-store and online.

Regular bookstore business hours throughout the semester are Monday through Friday, 9 a.m. to 5 p.m. The store will be open extended hours at the beginning and end of each semester and for special events such as orientation, athletic events, and open houses.

FREE SHIPPING

Students that shop online will be able to take advantage of the following free shipping options:

- Free Standard shipping to home/off-campus on orders over \$99*
- Free Expedited shipping to the campus store on all orders*

*Excludes items purchased on the third-party Marketplace, as individual sellers set shipping rates and times.

Students should visit kings.ecampus.com/help/help-desk for more information on:

- Digital bookshelf and accessing any purchased digital codes or eBooks
- Selling textbooks
- Rental returns
- Financial responsibility of non-returned rentals

LOST OR STOLEN BOOKS

To help deter book theft, place your name in the book along with some other identifying marks after you are sure you will be keeping the book for the semester. Never leave books unattended.

If your book is lost or stolen, you should immediately notify Monarch Outfitters and Books. Additionally, be sure to report the theft to the Office of Campus Safety and Security by calling (570) 208-5926.

TEXTBOOK BUYBACK

Students may sell back books, purchased from the bookstore or other vendors, at the end of each semester at Monarch Outfitters and Books or online 24/7. The reselling of books belonging to others is prohibited. Any student who knowingly resells a stolen book to the bookstore or another person will be in violation of College policy (Regulation V, p. 2). Students found in violation of this policy will be placed on disciplinary probation for one year, with notification to their parent/guardian, pay restitution, and will be fined a minimum of \$50 dollars for a first offense.

BUSINESS OFFICE

Janet Kobylski

Vice President for Business Affairs, CFO, and Treasurer
Office of Business and Administrative Affairs
Administration Building, First Floor
(570) 208-5830

The Business Office is the billing and collection point for King's College. The Business Office maintains the financial records of all students and provides a variety of services including taking payments, helping students with financial concerns, and responding to all non-financial aid related questions regarding billing.

Tuition and fees are assessed on a per-semester basis. Student account statements are generated and available for viewing through Self-Service approximately one month prior to the start of the semester. Student accounts must be paid in full by each

semester's specified due date. If the account balance will be covered by financial aid, loans, a third-party payer, or a payment plan, the Business Office will accept verification of payment arrangements as payment in full.

The Business Office accepts cash; personal, electronic, and certified checks; money orders, wire transfers; and major credit cards (VISA, MasterCard, Discover, and American Express). Please note, all card payments are charged a convenience fee. A fine is imposed for any check returned to the College for insufficient funds.

The Business Office offers the option of using a payment plan for a current balance through Nelnet Campus Commerce. The Office also works with billing and payments of third-party companies.

Students may receive a refund check if financial aid or loans exceed what is owed to the College. Refunds will be generated after the Drop/Add period. For more detailed information regarding costs, fees, and acceptable payment information, please visit kings.edu/businessoffice.

An ATM is located in the lobby of the Sheehy-Farmer Campus Center.

KING'S CASH PROGRAM

King's Cash is a program that allows a student's King's College ID card to act as a debit card for purchases on campus (food service locations, campus vending, and Monarch Outfitters and Books) and at participating off-campus locations. All King's Cash deposits by students, parents, guardians, and employees must be made at the PHIL station in the first-floor lobby of the Sheehy-Farmer Campus Center or online at kingscash-sp.transactcampus.com/eAccounts. This link may also be found on my.kings.edu.

King's Cash funds are not available for cash withdrawals. Any balance remaining at the end of an academic year will be transferred to the next academic year for use by the student. Graduating seniors may request a refund of their unused balance by contacting the Business Office. Requested refunds will be paid by check and will be sent to the requestor at their permanent address.

Students are not permitted to use anyone else's King's College ID for any purchase or to gain entry into any facility. Students who allegedly violate this policy will be referred to the Office of Student Affairs for disciplinary action. Students and employees are to report any inappropriate use of their King's Cash account by others to the Office of Campus Safety and Security.

For further details on King's Cash, please see the brochure available from Dining Services, Residence Life, or the Business Office.

CAMPUS MINISTRY

Rev. Brogan Ryan, C.S.C.
Director of Campus Ministry and College Chaplain
Campus Ministry Center
Corner of Jackson and North Franklin Streets
(570) 208-5890

MISSION

Rooted in Jesus Christ, the living word of God, and inspired by the Holy Spirit, we give witness to God's unconditional love by reflecting on and celebrating faith and serving others, with competence, courage, and compassion.

As a Catholic institution founded by the Congregation of Holy Cross, King's affirms that love of God and love of neighbor, as espoused by Jesus, cannot be separated and that faith, as taught by Blessed Basil Moreau, "must move into our hands." In concert with the great world religious traditions, King's College invites *all* of its members to care for one's soul and to care for one's neighbor.

Campus Ministry welcomes students of all faiths and those searching for a religious tradition, who desire to develop and nurture their spiritual lives, to participate in its many opportunities for reflection, service, and worship. Our Catholic tradition calls us to be faithful disciples of Jesus, which includes gracious hospitality to all. Our hope is to encourage every member of the King's College community to "grow in faith together."

Sunday worship forms the heart of the College's liturgical life. King's students serve as lectors, altar servers, extraordinary ministers of Holy Communion, hospitality ministers and cantors. Campus Ministry provides training and ongoing spiritual formation for these ministries. Weekday masses are celebrated in the Chapel of Christ the King and at Holy Cross Hall. The Sacrament of Reconciliation is available at scheduled times each week or anytime by appointment. Worship at the College also includes Taizé Prayer, Interfaith Prayer, Bible Study, Eucharistic Adoration, Rosary, Praise and Worship, and the Stations of the Cross. Campus Ministry also assists students in finding houses of worship of their own religious tradition.

Campus Ministry works closely with students to develop and implement spiritual formation opportunities to meet students' needs. The Campus Ministry staff and student leaders help brainstorm and implement new ideas; students serve as retreat team leaders and facilitators; students lead Campus Bible Study and faith sharing groups; class officers and hall staff develop spiritual programming opportunities for their classmates; the Sacramental Preparation program welcomes students into deeper life and fellowship within the church; Sisters-in-Faith, Kingsmen, Champions for Christ, and the College's Knights of Columbus sponsor faith sharing and service opportunities.

Campus Ministry is a place where all students' gifts are shared, leadership is fostered, and faith is nurtured. The staff are available to accompany students, regardless of their faith tradition or background, in their spiritual journeys by listening and sharing their own experience of faith. All are invited to grow in faith together here at King's.

MASS SCHEDULE	
Chapel of Christ the King (29 West North Street)	
Monday through Friday	12:05 p.m.
Sunday	10:30 a.m. 8:00 p.m.
Holy Cross Hall (12th Floor Chapel)	
Wednesday	9:00 p.m.

CAMPUS SAFETY AND SECURITY

James Gilgallon

Executive Director of Campus Safety and Security
Ryan Hall, Room 107-108
(570) 208-8103

Campus Safety and Security: (570) 208-5926
Emergency: (570) 208-5900

MISSION

The goal of King's College is to educate the student for the present and the future. In keeping with this goal, the Office of Campus Safety and Security endeavors to provide a safe campus environment. Security services will assist students in becoming active participants in the security of their campus. King's accomplishes this with a motivated staff dedicated to being a positive resource to the campus community. The staff strive to update training and work together with other departments within the College to meet the needs of a dynamic society.

YOUR SAFETY AND SECURITY

In cases of emergencies occurring off-campus, contact the Wilkes-Barre City Police by dialing 9-1-1. King's College strives to maintain an atmosphere in which each student can grow and become a responsible member of society. Part of that process includes taking responsibility for one's own actions and learning to ensure your own personal safety and the safety of your belongings.

Security officers are on duty 24 hours a day throughout the year. Selected, well-trained members of Campus Safety and Security are armed. Campus Safety and Security has an investigative staff who conduct investigations of incidents, complete follow-up investigations, and conduct interviews of witnesses, victims, and suspects. The investigators are the College liaison officers with the local, county, state, and federal criminal justice agencies.

Video surveillance is used on campus for the safety and security of students, faculty, staff, and visitors, including, but not limited to, some residence halls, College apartment buildings, Campus Center, recreational areas, academic facilities, and other facilities.

Students may contact security at any time regarding emergencies, problems, or for information by dialing "0" from campus phones or the Switchboard at (570) 208-5900 from off-campus locations. Students may also go directly to the College Switchboard, accessible 24 hours a day, located in Ryan Hall, rooms 107-108.

The office for the Executive Director of Campus Safety and Security is located in Ryan Hall, Room 107. Students may call the Director at (570) 208-8103 Monday through Friday between 8:30 a.m. and 4:30 p.m. Students may leave non-emergency messages after hours.

Students are strongly encouraged to download the Campus Shield app on their smartphones. Students will receive notifications from the College regarding emergencies near or on campus as well as school delays and cancellations. The app also has an emergency button which will alert Campus Safety of the student's location through GPS coordinates.

GENERAL SAFETY TIPS FOR COLLEGE STUDENTS

Everyone is a potential victim of crime. There is no absolute protection from crime, but the Office of Campus Safety and Security and the Office of Residence Life would like to offer some precautions students can take to prevent becoming a victim.

The following tips are recommended for all students on campus. Students are encouraged to be educated about crime prevention tactics and consider in advance what to do if confronted by a criminal. Students should know their capabilities and remember that using violence can encourage further violence. **If you are the victim of a crime, notify Campus Safety and Security immediately.**

- Students can show they are in control by walking with confidence. Students should always stand up for themselves and feel confident they know what is best.
- When walking at night, walk near the curb. Use the best-lit route and try not to walk alone.
- Do not jog alone at night.
- If you think someone is following you, cross the street, walk faster, or even walk down the middle of the street. Try to go to a well-lit area, an open building, or where there are people.
- Do not accept rides from strangers. If a car approaches, and you are threatened, walk in the opposite direction of the vehicle.
- Students should always lock bicycles to a bike rack, even if leaving the bike for only a short time.
- When parking a vehicle, students should always lock all doors and roll up windows. Lock any valuables in the trunk or take them with you.
- Students should always have keys ready in hand when walking to a vehicle. This avoids standing outside the vehicle looking for the keys.
- Before getting into a vehicle, always check the rear seat and floor.
- Do not overload yourself with packages, books, or other items.
- If your purse is snatched, do not fight; give it up rather than risk injury. It will not be a great loss if you: carry no more cash than is absolutely necessary and keep a list at home of all credit cards, licenses, and personal papers.
- Immediately report any encounters with voyeurs or exhibitionists to Campus Safety and Security.
- Students have the right to set limits. Communicate those limits clearly.
- If feeling pressured, students should make it clear they feel uncomfortable. Say no and mean it! Do not be embarrassed to make a scene.
- Trust your instincts. If a situation does not feel right, change the situation, or get away from it.
- Be aware of surroundings, of what is out there and what is going on.
- Alcohol or other drugs cloud judgment and decrease a person's ability to make sensible decisions and take care of themselves.
- Going on a first date or blind date? Check the person out with friends. Go to a public place like a movie, restaurant, or campus event with friends, instead of going alone.

- No student should ever leave a party, concert, or bar with someone they just met or do not know well.

College Housing Security

It is the student's responsibility to protect personal property, including vehicles, from theft.

- A large number of College housing thefts occur because residents fail to lock their doors. It takes approximately eight seconds for someone to walk into an unattended room or apartment and remove something, such as a purse or jewelry. Students should always lock their door, even if only going to the bathroom or next door.
- Students should also lock the door when inside their room or apartment, especially while asleep.
- Students should never lend keys to anyone or let anyone use a key entrusted to them. Never leave keys lying around. Any student who loses a key or has one stolen should report the loss to Campus Safety and Security immediately.
- Never leave handbags, wallets, jewelry, or other valuables unattended anywhere.
- Make a personal inventory of all valuables and keep them in a safe place, under lock and key if possible.
- Do not let strangers into your room. Always report strangers loitering around College housing to residence hall staff and Campus Safety and Security.
- Do not prop open College housing doors that are supposed to be locked.
- Do not leave items of value in your room or apartment during vacation periods or long holidays.
- If you receive annoying or obscene phone calls, notify Campus Safety and Security, residence hall staff, and the phone company at once.
- Do not advertise or write on your door where you will be or when you will return.
- Do not bring or store rare, expensive, one-of-kind items such as coin collections or family heirlooms in College housing. Keep these types of items in a safety deposit box.
- Have valuable items engraved for the sake of identification. Engraving should include the student's name, or state operator license number (OLN), or state personal identification number (PIN). Campus Safety and Security has electric engravers for student use and will assist with engraving as needed.

FIRE SAFETY ON CAMPUS

- If you discover a fire, sound the alarm. Know where the alarms are located in every campus building.
- If you are in a burning building, go to the nearest exit stairwell. Do not use elevators.
- Feel the door handles. If hot, do not open.
- If your exit is blocked, look for another exit or return to your room.
- Keep low to the floor to avoid smoke.
- Tie a wet cloth over your nose and mouth to aid breathing.
- If you become trapped in your room, seal cracks around the door with tape, clothes, or sheets.
- If there is no smoke outside, open windows slightly. Open at the top (to vent smoke) or at the bottom (to let in fresh air).
- Signal rescuers by waving a sheet or fabric out the window, and phone for help.
- Do not jump if you are higher than two stories.
- If your clothing catches fire, do not run. Drop to the floor and roll out the fire.
- Have an emergency escape plan worked out.

- Never tamper with fire alarms or extinguishers. They could save your life.

PARKING PERMITS AND POLICY

The College makes every attempt to accommodate parking needs that arise throughout the year, including requests for additional parking for visitors and guests. Remember, parking at King’s College is a privilege and not a right.

All students (commuters, residents, and off-campus) planning to have a vehicle on campus must register their vehicle with the Office of Campus Safety and Security in order to obtain a parking permit. Parking is limited and on a first-come, first-served basis.

Students wishing to purchase a reserved/overnight parking space may do so by paying an additional fee. Spaces in reserved lots are awarded each spring semester for the following academic year. Upon verification of payment, Campus Safety and Security will enable the student’s ID card to access their assigned lot..

Temporary passes and guest passes are available at the Office of Campus Safety and Security.

COMMUTER PARKING			
Lot	Location	Hours	cost/year
North Street Lot BB		Monday-Friday, 7 a.m. – 10 p.m. No overnight parking	\$255
North Washington Street Lot EE	North Washington Street	Monday-Friday, 7 a.m. – 10 p.m. No overnight parking	\$255
Times Leader Lot JJ	15 North Main Street, Rear	Monday-Friday, 7 a.m. - 10 p.m. No overnight parking	\$255
Miners Lot BB	Intersection of North Main and North Washington Streets	Monday – Friday 7 a.m. – 10 p.m. No overnight parking	\$255
Holy Cross Hall Handicap	Intersection of North Main and Union Streets	No overnight parking	\$150

RESIDENT PARKING			
Lot	Location	Hours	cost/year
Alley Center Lot GG	Adjacent to the Alley Center	24-hours for Alley Center residents	\$350
Flood Hall Lot F	Intersection of North Main and Main Streets	24-hours for residents of Flood Hall	\$350
North Washington Street Lot CC	North Washington Street	24-hours for campus residents	\$350
Holy Cross Hall Cul-de-sac	North Franklin Street	15-minute limit for loading/unloading	N/A
Holy Cross Hall Handicap	Intersection of North Main and Union Streets	24 hours for campus residents with handicap placard	\$150
Ryan Hall Lot DD	Behind Ryan Hall	24-hours for residents of Ryan and O’Hara Halls	\$350

PARKING POLICY AND VIOLATIONS

The purpose of the Parking Policy is to provide a safe environment for all members of the College community. Motor vehicle owners assume all risks associated with operating or parking a vehicle on King’s College property. King’s College is not responsible for damage or loss caused by, but not limited to, fire, theft, accident, or vandalism. Campus Safety and Security officers will enforce the following parking violations, which are subject to a parking ticket.

PARKING FINES			
Accessible Parking Zone	\$50	No Parking: Reserved Residence Space	\$35
Blocking a Driveway	\$35/towed	No Parking: Loading/Unloading or Time Limit Infraction	\$25
Blocking Access to a Parking Lot	\$35/towed	No Parking: Signs Posted	\$15

Unauthorized Parking Lot	\$15	No Parking: Overnight	\$15
Expired Parking Permit	\$15	All Other Violations	\$15
Parking Permit Not Displayed	\$15		

The Office of Campus Safety and Security maintain records of all violations while the Vice President of Business Affairs oversees parking issues. Unless the individual requests an appeal, they must pay fines within five (5) business days of a violation. Student accounts are billed for any unpaid fines, and a hold will be placed on your account. Fines can be paid during normal hours of operation at the Business Office, located in the Administration Building, or at the Office of Campus Safety and Security. If paying a fine by mail, send a check accompanied by the ticket to the Business Office. Second offenses of the above violations may result in the doubling of fines. Multiple offenders of the above violations may result in the College having the vehicle towed.

An appeal board for student violations will make determinations when a student disagrees with violations of policy. The board will consist of three members: the Executive Director of Campus Safety and Security or designee, a designee of Student Affairs, and a designee of Student Government. Appeals require the offender to fill out an appeal form, available at the Business Office or the Office of Campus Safety and Security. Students must submit the appeal request within five (5) business days of the violation, clearly stating reason(s) for the appeal on the request. The board will convene bi-weekly during the academic year to hear appeals of parking tickets. All board decisions are final. Students found in violation are required to make payment within five (5) business days.

Vehicles not registered with the College are also subject to parking fines. The College makes every attempt to locate vehicle owners. King’s College security officers will contact the Wilkes-Barre Police Department and request issuance of appropriate citation(s). A private complaint with the district Magistrate’s Office will be filed if necessary.

For information on towing services used for all vehicle removals from College property, contact Campus Safety and Security directly at (570) 208-5926 or via the Switchboard at (570) 208-5900, ext. 0. All costs involved in the towing are the vehicle owner’s responsibility.

CAMPUS AND NEIGHBORHOOD PARKING GUIDANCE

All students, full and part time, must adhere to all College policies regarding parking on campus and abide by local laws for parking in the City. The following are some specific examples relevant to parking on campus and in the surrounding neighborhood.

- The College encourages evening students to park in the two areas closest to classroom buildings, the Administration Building lot and the West Union Street lot. Students on campus in the evening should walk in well-lit areas and are encouraged to use the buddy system (do not walk alone). Students can call the Switchboard at (570) 208-5900 if they do not have anyone to walk with and can wait until a security officer is available. Please call the Switchboard if you notice unusual behavior.
- Students, employees, and guests are required to park their vehicles in the main parking lot at Robert L. Betzler Athletic Complex during all sporting events, including practices, unless authorized by the Athletic Director to park in the lower section of the complex. This restriction does not apply to accessible parking.
- Some local homeowners have designated permit-parking-only spaces. Only the homeowner and their guests may park in these areas. Students illegally parking in permit-parking-only areas will receive a parking violation ticket. The student’s vehicle will then be towed at the vehicle owner’s expense.
- There is no student parking allowed in front of the townhouses on North Franklin Street (in the same block as Holy Cross Hall). These spaces are for townhouse resident use only. Students ignoring this parking instruction are in violation of College policy for failure to follow a directive issued by the Office of Student Affairs.
- Students may only park in legal parking spaces. The block of Franklin Street, north of Jackson Street, has clearly marked metered parking spaces. Non-metered spaces are not legal parking places. Students will receive a parking violation ticket if parked in such non-metered spaces.
- Do not park in front of fire hydrants, driveways, alleyways, or streets. Violators should expect to receive a parking violation ticket and towed at the owner’s expense.
- Students are not permitted to park on Harrison Street, which is a fire lane located behind the Scandlon Gym. Parking a motor vehicle in a fire lane will result in ticketing and towing at the vehicle owner’s expense.

- King's College reserves the right to restrict parking in any on campus parking lot due to weather conditions and special events on campus. When a restriction is to occur, the Office of Campus Safety and Security will make an announcement via email, in a timely manner, announcing the restriction, location, time period, and reason for restriction.
- King's College students with a campus parking tag are allowed to park in the Holy Cross Hall lot and McGowan lot during the weekends from Friday night to Monday morning at 5 a.m. Those violating the policy will be ticketed \$25; repeat offenders will be ticketed and towed.
- Parking in the small lot on the south side of Flood Hall is restricted to the individuals who rent those spaces. Unauthorized cars will be towed from the lot at the vehicle owner's expense.
- There is no student parking allowed in any lot designated for employee or other non-student use. Lots clearly marked as reserved for guests or the Office of Admission are restricted for only those purposes.

PARKING LOT ESCORT SERVICE

The Office of Campus Safety and Security provides officer escorts to all members of the King's College Community upon request to any point on campus through the Switchboard by calling (570) 208-5900. Service will be given on a first-come, first-served basis, but while a priority, due to on-campus service calls or multiple calls for escorts, security may not be able to respond immediately. Therefore, students, staff, and faculty requesting this service should take precautions to ensure personal safety, such as staying in their vehicle, waiting for the escort in a well-lit area, or remaining inside a building until security arrives. The caller should provide Switchboard with their phone. Security officers will contact them through the Switchboard. Escorts are not provided for off-campus entertainment or leisure or to and from the Scranton/Wilkes-Barre Airport unless approved by the Executive Director of Campus Safety and Security.

CAREER PLANNING

Christopher Sutzko, Ph.D.
Director of Career Planning
Administration Building, Lower Level
christophersutzko@kings.edu
(570) 208-5874
kings.edu/academics/career_planning

MISSION

The Office of Career Planning promotes lifetime career satisfaction by educating and empowering students to develop self-awareness, academic management, and professional development skills. The Office supports students' career aspirations through collaboration with academic departments, student services, and community partners.

PROGRAM OFFERINGS

The Office is open year-round, Monday through Friday, from 8:30 a.m. to 4:30 p.m. The goals of the Office are based on four general learning goals: interpersonal, intrapersonal, information literacy, and communication skills. A comprehensive, developmental program of career services designed to develop these four learning goals is available to students at all academic levels.

Career Development Across the Curriculum offers three (3), one-credit courses rooted in career development theory and reflect emerging career and job search trends as well as current economic conditions. These courses explore interests, values, and skills through targeted activities and career assessments as well as wealth management and job search skills.

Professional Development Series Seminar enhances students' knowledge and skills in career related topics through a series of workshops and educational activities using the knowledge and expertise of employers, community members, and alumni. Examples of our workshops include DEI in the Workplace, mock interviews, and employer spotlights.

Internship Programs are one-time work or service experiences related to a student's major or career goal available during fall, spring, winter, or summer sessions. The internship plan involves working in a professional setting—either local, regional, national, abroad, or virtual—under the supervision and monitoring of practicing professionals. Students must have completed 60 credits, maintained a GPA required by their major department, completed departmental prerequisites, and incurred no serious student conduct violations. For additional information, please email Korie Munley, Assistant Director of Career Planning at koriemunley@kings.edu.

On-Campus Recruitment provides opportunities for students and employers to connect through customized corporate recruiting events, including résumé referrals, on-campus interviews, company tours, and networking opportunities. Some recruiters include Kearney & Company, PwC, Vanguard, Petroleum Service Co., Benco Dental, Pennsylvania State Police,

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Commonwealth Health, and Geisinger. For more information, please email Theresa Kinney, Employer Relations Coordinator, at theresakinney@kings.edu.

The Deciding Program is an innovative academic program, designed in partnership with the Office of Academic Advisement, to support the deciding student from their initial advising meeting through the declaration of an academic major. As a participant, first-year students will automatically be enrolled in two (2), one-credit courses that use impactful career coaching, emphasize career adaptability and construction, and support life-long learning for making informed career decisions while exploring their personal meaning and purpose in life.

Individualized Services are available by appointment for all students, including:

- Individualized career counseling
- Résumé and cover letter construction and critique
- Major(s) exploration
- Career assessments and interpretation
- Job search strategies and online job search resources
- Mock interviews and interview skills preparation
- Graduate and professional school preparation
- Job fairs

Students may obtain additional information on services, resources, and programs by visiting kings.edu/academics/career_planning. Job and internship postings may be found at joinhandshake.com.

COLLEGE IDENTIFICATION CARDS

All full-time students are issued a permanent identification card (ID) card. ID's must be carried at all times and are to be presented at the request of any College official or police official. Failure to carry a College ID card will result in disciplinary referral. ID cards are used for building and room access, parking lot access, King's Cash, library loans, and meal plans.

Lost identification cards must be reported immediately to the Office of Residence Life. Unless reported, the student will be held responsible for any fraudulent use. The cost of a replacement card is \$15; this fee is payable upon application for a replacement card and may not be billed to a student's account. Replacement ID's and temporary cards are only available during the normal business hours of 8:30 a.m. to 4:30 p.m., Monday through Friday.

Temporary ID cards, valid for no more than one meal period, will also be issued to students who report their cards misplaced but not lost or stolen. The temporary pass will be turned over to Dining Services when the student uses it for their meal plan.

COMMUTER LIFE

Emily Flaim

Coordinator of Campus Activities and Commuter Life
Office of Campus Activities, Room 103D
Sheehy-Farmer Campus Center, First Floor
(570) 208-5900 ext. 5550
emilyflaim@kings.edu

MISSION

As part of the Office of Campus Activities, the office serves as a resource and provides information and opportunities that enrich the commuter experience. To achieve its mission:

- Serves as an advocate for commuter students.
- Provides programs and services that address the needs of commuter students.
- Informs students of campus events, policies, and procedures.
- Encourages involvement with campus life beyond the classroom.
- Provides social events to help students interact and meet classmates, faculty, staff, and administration.

FACILITIES AND SERVICES

Commuter Life provides a place for commuters to express their opinions and have their ideas heard to support the commuter population here at King's College. This office works under an open-door policy to encourage students to use the services provided. Commuter students may feel free to seek out information, find directions, or address any problems or concerns.

The Campus Center is an excellent place for commuters to relax and mingle with fellow students during their free time on campus. The main level features the Office of Campus Activities, lounge, computer lab, and Widmann Art Gallery. The lower-

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level features Connerton's Café, a pool table, ping-pong table, foosball table, large screen TV, lounge area, and commuter lockers available for rent.

Commuters are a valued part of the King's family and are encouraged to get involved, take advantage of what King's offers, make new friends, and feel at home. Stop by the Commuter Life Office in the Campus Activities suite if you have a question, do not know who to contact, or if you are not sure where to go next. Even if you just want to say "Hello," we will always steer you in the right direction.

PROGRAM OFFERINGS

Commuter Pit Stops events are held once each month. Refreshments are served, and students can pick up handouts on student services, information on upcoming events, and a calendar of events. Commuters can chat with King's staff while grabbing a quick snack!

Commuters Connect events are held once a month where the Office of Commuter Life pairs with another student support service to bring commuting students face to face with other offices! Offices that can be seen at these events include but are not limited to Academic Skills, the Counseling Center, Campus Ministry and Multicultural & International Student Programs!

Commuter Life Association is a student-run club that fosters a sense of community and involvement among commuter students. This group meets throughout the semester to discuss and plan events that are of interest to commuter students. The club is designed to encourage commuters to get to know fellow students through social opportunities. All commuting students are welcome to join the Commuter Life Association at any point throughout the semester!

Commuter Overnight Program allows commuter students to rent a room in a residence hall for \$28 per night in the event of bad weather conditions, a late-night athletic event, or any other extenuating circumstance. Reach out to the Office of Residence Life to receive more information on how to reserve a room.

CONFERENCE AND EVENT SERVICES

Rae Lynn Barrett

Conference and Events Coordinator
Sheehy-Farmer Campus Center, Room 119
(570) 208-6054
events@kings.edu

The Office of Conference and Event Services is here to assist you in planning your club or organization's event by scheduling meetings and fundraising locations, as well as catering services. The Office works closely with Security, IITS, and Facilities to coordinate your event and ensure everything goes smoothly. We also coordinate events for various community organizations, individuals looking to schedule a private family event, and nonprofit groups.

All on-campus spaces are scheduled through the office by calling (570) 208-6054, emailing events@kings.edu, or submitting the Room Request Form found at kings.edu/mykings/room_request.

We ask that all event requests, set up details, technology needs, and your catering menu be submitted to the Conference and Events Office no later than 5-business days prior to your anticipated event. Please allow 2-business days for requests to be processed. We look forward to working with you to plan your event.

COUNSELING CENTER

Tina Arendash, MSW, LCSW

Director of the Counseling Center
Administration Building, Room 620
(570) 208-5873
counselingcenterstaff@kings.edu

MISSION

College is an important time of academic, personal, and social development. It brings new challenges, changes, decisions, opportunities, and experiences, which can be overwhelming and difficult. The Counseling Center is available as one of many support systems on campus. Our mission is to support our students' overall emotional health, help them pursue their academic success, and empower them to meet their career and life goals.

To achieve this mission, the Counseling Center strives to:

- Provide quality mental health treatment with qualified clinicians using best practices.
- Adhere to the guiding Code of Ethics from our respective disciplines.
- Practice with inclusivity, cultural competence, and cultural humility. We respect every student's inherent dignity and worth regardless of their gender identity, race, ethnic background, religious beliefs, sexual orientation, marital status, economic background, or disability/ability.
- Offer a variety of services to meet student and campus community needs, including individual counseling sessions, consultation, programming and outreach, groups and workshops, crisis and emergency intervention, psychiatric consultation, and referrals when appropriate.
- Support the overall Mission of King's College by being a part of a nurturing community that cultivates personal connections and provides genuine compassion and attention to all our students.

SERVICES

The Counseling Center is staffed by licensed or nationally certified master's level mental health professionals. Services are available to full-time undergraduate students and full-time graduate students who currently reside in the state of Pennsylvania. Eligibility for part-time undergraduate students is determined on a case-by-case basis. Counseling services are provided in a comfortable and private office environment on campus at no out-of-pocket charge to the student. All services are confidential, and no information about treatment can be shared without a student's consent.

As part of an initial intake appointment, students' needs will be assessed, and an individualized and appropriate plan of treatment will be developed. Services provided by clinical staff include individual and group therapy, psychoeducational workshops, and crisis assessment. Should a student's particular need fall beyond our scope of care, Counseling Center staff will work with students to identify appropriate off-campus providers. The staff of the Counseling Center also offers outreach, educational training, and consultation programs for students, faculty, and staff.

Additionally, throughout the semester, we contract bi-weekly psychiatric services with a local, independent, psychiatric provider who sees students needing medication or medication monitoring as a part of their mental health treatment.. This service also comes at no additional cost to the student. Students do need to be connected with a Counseling Center clinician in order to be eligible to meet with our contracted psychiatric provider.

The Counseling Center also offers and supervises a peer education program called **HOPE (Helping Our Peers Excel)**. Through the program, students serve as a bridge of outreach between the Center's professional staff and the campus community. Peer educators do not counsel students; rather, they encourage prevention, education, and awareness through programming on various pertinent topics. Each peer educator is trained by the Center's clinical mental health professionals.

APPOINTMENTS

The Counseling Center is open Monday through Friday from 8:30 a.m. to 4:30 p.m. Appointment requests can be made online at kings.titaniumhwc.com, by calling (570) 208-5873, or emailing counselingcenterstaff@kings.edu.

Students are encouraged to make an appointment to see a counselor if they are having trouble with any of the following common college student concerns or other concerns:

- Making a smooth transition to college
- Managing stress and anxiety
- Feelings of loneliness or depression
- Self-confidence difficulties
- Controlling food and/or substance intake
- Perfectionism and high expectations
- Social interaction struggles
- Relationship struggles and conflicts
- Resolving family or roommate conflict
- Grief/Loss/ Bereavement
- Coping with a traumatic event
- Anger management
- Self-Injurious Behaviors
- Substance Use or Misuse

Walk-in consultations are available for students experiencing a current mental health crisis or urgent situation. Students will be triaged to assess immediate need and safety and will be scheduled to meet with a counselor that same day if warranted.

EMERGENCIES

In the event of a mental health crisis or emergency, the Counseling Center provides telephone intervention services to resident students after hours or on weekends. This can be accessed by calling the Switchboard at (570) 208-5900 and asking to speak to the Professional-On-Call (POC). Please explain there is an urgent matter that needs to be addressed. The POC can help to gauge the situation and will then contact the Counselor-On-Call (COC) for consultation and direction.

When College offices are closed, resident students should contact HELPLINE at (570) 829-1341. Alternatively, students could also go our nearest Emergency Room, Wilkes Barre General Hospital, located at 575 North River Street, Wilkes-Barre, PA. Students can also contact the National Suicide Prevention Lifeline at 9-8-8.

A listing of staff and contact information, FAQs, resources, and helpful links regarding mental health in college can be found at kings.edu/counselingcenter.

DINING SERVICES

Jeffrey Thomas

Senior Director of Dining Services
Sheehy-Farmer Campus Center
Office of Conference and Events
(570) 208-8301

MISSION

Dining Services provides various programs and outlets to nourish the body and enrich the student experience at King's College in the Holy Cross tradition.

Goals include providing nutritious, appealing meals to the campus community; offering meal plans that are practical and attractive to students, faculty, and staff; providing viable options for students with food allergies and dietary restraints; and, with the Conference and Events team, promoting successful events for both the campus community and outside groups.

MEAL PLANS

Meal plans are sold in varying numbers of meals to suit your needs. Within each plan, a “meal swipe” or “block” represents the meal exchange students receive when eating at any of the on-campus dining locations during posted meal hours.

Each meal may be used as a swipe in King's Court (limited to two per meal period). To provide added flexibility and value, meals can also be used as a dollar equivalency by trading a swipe for \$5 at breakfast, \$7 at lunch, \$7 at dinner, and \$7 for late night for any prepared food items at our on-campus retail locations (except Chick-fil-A; limited to one per meal period). Each of the retail locations will have a featured meal option that allows you to purchase a full meal, including a fountain beverage, with your meal swipe.

Prepackaged items such as bottled beverages, candy, or gum cannot be purchased with a meal swipe. If you would like to purchase these items, or if you go over your allotted dollar equivalency, you can pay with King's Cash, Flex dollars, cash, or credit card.

All students—resident, commuter, or off-campus—may sign up for their meal plans in the Office of Residence Life. Changing to a bigger, or smaller meal plan if eligible, can be done before the third Friday of each semester. Meal plans will be prorated to reflect meals and Flex used before the change. Changing to a larger plan is possible at any time during the semester. For current meal plan options, please visit www.dineoncampus.com/kings.

MEAL PERIODS	
Breakfast	7 a.m. – 10:59 a.m.
Lunch	11 a.m. – 4:29 p.m.
Dinner	4:30 p.m. – 7:59 p.m.
Late Night	8 p.m. – 10:30 p.m.

KING'S CASH AND FLEX DOLLARS

King's Cash is money that you voluntarily deposit on your ID Card. Funds may be used in all campus vending, parking, and dining locations as well as with participating off-campus merchants. This money will carry over from previous semesters and can be refunded upon request when you graduate or leave the College. Flex Dollars are credited on your account when certain meal plans are purchased and must be used in the semester that the meal plan is purchased. They do not carry over to future semesters and they are non-refundable. Flex dollars may be used in any campus restaurant including Chick Fil-A. Please see **King's Cash Program**, under the Business Office entry for more information about use, making deposits, and refunds.

LOCATIONS AND REGULATIONS

Each dining service location has a card reader that will charge your account. In King's Court, students must present their own, valid King's College ID card to the cashier at the greeter's desk to pay for each meal; the ID may not be loaned to others. Guests and students not on a meal plan may purchase meals from the cashier using King's Cash, cash, or credit card. Your

card will be rejected if you attempt to eat the same meal in any other dining room. Hours of operation and menus for all dining outlets can be found at dineoncampus.com/kings.

- **King's Court** is located on the second floor of the Sheehy-Farmer Campus Center and offers many dining options, including pizza, grill, deli, salad bar, exhibition cooking, and various, monotony breaker promotions at a single station, or theme meals that are highlighted in the entire dining hall. The station, available from 11 a.m. to 7 p.m., provides safe and appetizing food choices "ready to go" for our customers with food allergies, gluten intolerance, or those who prefer plain and simple foods. This station will not offer foods made with the FDA's most-common allergens of peanuts, tree nuts, shellfish, wheat, soy, milk products, and eggs. All foods offered will be made without gluten-containing ingredients. Dishes with beef, pork, chicken, and turkey will be offered in various menu options along with vegetarian options. The menu changes with every lunch and dinner.
- **Susquehanna Place** serves Starbucks, made-to-order sandwiches and salads, a full yogurt and topping bar during breakfast, and grab-and-go items.
- **Connerton's Café** offers traditional grill, Mexican, and deli items as well as coffee and hot chocolate through touchscreen order kiosks.
- **Monarch Mart** is an on-campus convenience store to purchase snacks, bottled beverages, grab-and-go items, and non-food grocery options for everyday needs using King's Cash, Flex dollars, or credit card.
- **Chick-fil-A** features popular menu items, including chicken sandwiches, nuggets, waffle fries, and desserts. Use King's Cash, Flex dollars, or credit card to dine here.

Students and their guests are responsible for clearing their own tables, cleaning up after themselves, and taking dishes to applicable return areas. Shoes and shirts must always be worn in all dining facilities.

LOST OR STOLEN ID CARDS

Students are responsible for notifying the Office of Residence Life as soon as possible if your King's College ID card is lost or stolen. Your account will be assessed for meals charged to it and your lost card deactivated. To obtain a new card, you must pay a \$15 replacement fee, which is required unless your card is presented as broken.

NUTRITIONAL NEEDS RELATED TO A MEDICAL CONDITION

If you have a food allergy or intolerance, we recommend that you contact Dining Services for any information on campus dietary restrictions you may have. Should you have a documented medical condition that may warrant accommodation, you must contact the Disability Services Coordinator, Melissa Ciocco, for procedural information.

DISABILITY SERVICES

Melissa Ciocco, Ed.D.

Associate Director of the Academic Skills Center & Disability Services Coordinator
Mulligan Physical Sciences Center, Room 94
(570) 208-5800
(570) 825-9049 (fax)
melissaciocco@kings.edu

Disability Services, coordinated by the Academic Skills Center, is located on the first floor of the Mulligan Physical Science Center. The Center's goal is to maximize students' educational potential while helping them to develop and maintain independence. The program philosophy is one that encourages self-advocacy.

SERVICES

At the time of their admission to King's College, students are encouraged to contact the Disability Services Coordinator to discuss their concerns and to develop appropriate plans to meet their educational needs. A request for services or accommodations is initiated by registering with the Academic Skills Center and providing appropriate documentation. This can be emailed, faxed, or mailed.

Documentation on file for the applicant must meet the following criteria:

- Clearly state the diagnosed disability or disabilities
- Describe the functional limitations resulting from the disability or disabilities
- Be current and/or demonstrate a history of services—the following guidelines are recommended, but documentation is reviewed and interpreted on an individual basis i.e., completed within the last five years for learning disabilities, last

six months for psychiatric disabilities, or last three years for ADHD (NOTE: this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature)

- Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested
- Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability (this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature)
- Describe the specific accommodations requested
- Adequately support each of the requested testing accommodation(s)
- Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization)

At no point in the disability accommodation process will the Academic Skills Center release any information regarding an individual's diagnosis or medical information without informed written consent.

As needed, accommodations include, but are not limited to, extended time for testing, note taking support, course registration assistance, orientation to campus, on-campus housing arrangements, and contact with faculty members regarding academic accommodations. Students interested in comprehensive services beyond these accommodations should refer to the First-Year Academic Studies Program, a component of the Academic Skills Center.

Disability Services provides a liaison role with community resources, including the Pennsylvania Office of Vocational Rehabilitation, Pennsylvania Blindness and Visual Services, and accessible textbooks.

These services recognize the rights of all qualified students with disabilities to equal access to an education as guaranteed under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

ELIGIBILITY

Services are available to any member of the King's community who has a disability, whether they are students, faculty, or staff members. Individuals eligible for service include, but are not limited to, those with mobility, orthopedic, hearing, vision, or speech impairments, as well as those with learning disabilities, psychiatric or attention disorders, and medical or food related disabilities. Individuals with temporary disabilities, such as those resulting from injury or surgery, are also eligible for services. Students with allergies or other dietary restrictions are encouraged to provide documentation to the Disability Services Coordinator and meet with Dining Services staff to learn about all options for eating healthy on campus.

Grievance Procedure through Disability Services

King's College has established procedures to address student concerns when a student believes their rights under the Americans with Disabilities Act (ADA) are not being appropriately addressed. Students are strongly encouraged, as a first step, to contact the Disability Services Coordinator in the Academic Skills Center at the first sign of difficulties obtaining their approved accommodations or other disability related difficulties or discrimination. Employees will use the procedures set forth by the Office of Human Resources.

King's College is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied benefits of, or subjected to discrimination in College programs or activities. The College is committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504). Any student who believes he/she/they have been subjected to discrimination based on disability or has been denied access or accommodation required by law shall have the right to work through this grievance procedure.

The College will make appropriate accommodations, as requested, for the person to participate in the grievance procedure. A meeting will likely be part of the information gathering. A copy of all decisions will be provided to the grievant and accused.

Informal Procedure: A student will first attempt to resolve the complaint informally by meeting with the Disability Services (DS) Coordinator in the Academic Skills Center when an accessibility, accommodation, or discrimination concern arises. If the grievance is not resolved informally, then the student has the right to work through the formal grievance procedure noted below. An attempt will be made to complete this informal process within five (5) working days.

Formal Procedure: A formal grievance may be submitted by following these steps:

1. Submit to the DS Coordinator, who will share with the Grievance Committee, a written and signed letter within five (5) working days of the decision from the Informal Grievance Procedure. It will include full name and contact information of the grievant, describe the concern/scenario in sufficient detail including date and names of those involved, and state the remedy sought. The Committee will be made up of: First-year Academic Studies Coordinator or Director of Academic Skills Center, one faculty member, Residence Life staff person, and/or Director of the Counseling Center, and the Disability Services Coordinator. If the grievance is directed toward the DS Coordinator, the DS Coordinator will remove self from the committee.

2. The DS Grievance Committee will issue a written decision no later than ten (10) working days after its filing. For unusual circumstances warranting further investigation past the ten (10) days, the Committee will issue a letter stating a continuation is necessary.
3. The grievant may appeal the decision of the DS Grievance Committee within five (5) working days of the decision letter by submitting a written signed letter to the Associate Vice President for Academic Success or designee in the Office of Academic Affairs.
4. The Associate Vice President for Academic Success or designee will issue a written decision within (ten) 10 working days of the filing. This step and decision are the final step/decision through the college procedures.

All records are maintained under the Family Education Rights and Privacy Act of 1974.

RESIDENCE LIFE HOUSING ASSIGNMENTS

All undergraduate and graduate full-time students are eligible to reside in Esseff, Holy Cross Hall, and Students with disabilities who require specialized housing are accommodated in the College residence halls. It is strongly recommended that students with disabilities that limit their physical mobility be assigned to the second floor of Esseff Hall (women) or Holy Cross Hall (men).

Ryan Hall, Flood Hall, Richard Abbas Alley Center for Health Sciences, and O'Hara Hall contain student apartments designed for three to four students per unit. Each building also contains a handicapped-accessible apartment, by which a student with a physical disability will be given priority through the following process:

1. The student and their prospective apartment-mates will sign up for the College apartment lottery through the Office of Residence Life.
2. At the time a student with a disability signs up for the lottery, the student must make their disability known to the Office of Residence Life, submitting in writing a need to be assigned to a handicapped-accessible apartment.
3. The Disability Services Coordinator must confirm the need for an accommodated housing assignment.
4. The student will be placed in an appropriate apartment after consultation with Residence Life.

All cases are dealt with on an individual basis, as deemed necessary by the documentation and personal interviews. If a student requests accommodation for a disability or medical condition, the disclosure of such impairment must be made prior to the lottery. Any requests for accommodation after the lottery will be addressed subject to availability. This availability may result in the student being placed on a waiting list.

All ADA-designated apartments not assigned during the spring semester lottery process will be held until July 15, after which accommodations will be made on the availability of ADA apartments.

Students with accommodations are charged the same housing fee as other students living in the apartment facility they are assigned. Most bedrooms in College apartment facilities are single rooms; there is no single room supplement fee for students with approved housing due to a disability accommodation. All apartments are shared with at least two other students depending on the number of bedrooms and configuration.

Students living in Flood Hall are to be aware that the building is located atop a hill above the main part of campus. While Flood Hall is handicapped accessible, students need to consider accessibility in light of the hall's location as access to may be difficult during inclement weather.

If a student needs additional space due to the use of a wheelchair (or other equipment or approved accommodation by the Disability Services Coordinator), they will be assigned a single room at the double-occupancy rate. If a student requires an attendant, a non-student attendant will be permitted to live in the room at no extra cost. See **Personal Care Attendant Guidelines** as needed.

SERVICE ANIMALS AND EMOTIONAL SUPPORT ANIMALS

King's College recognizes that Service and Emotional Support Animals (ESA) can play a vital role in facilitating the independence of individuals with disabilities or contributing to a student's emotional or physical well-being. Service and Emotional Support Animals are therefore not excluded from College property or activities so long as they meet the guidelines set in this policy.

Definitions

A Service Animal is individually trained to do work or perform tasks for the benefit of an individual with a disability (called a Partner), including a physical, sensory, psychiatric, intellectual, or other disability. A person without a disability with a Service Animal in training is called a Handler. Sometimes Partners and Handlers work together with Service Animals, while other times, Partners work solely with Service Animals. A Partner or a Handler and their Service Animal are called a Team. See the

In-Training Service Animal Policy. The service the animal is providing must be directly related to the functional limitations of the person's disability. This animal does not have to be certified to qualify but must be at least six months old and housebroken. King's College welcomes any visitor to use a service animal without prior notice.

A person using an Emotional Support Animal (ESA) is called a Partner. This animal does not assist a Partner with activities of daily living or accompany that person at all times. An ESA is not required to be trained or certified by any entity as such. Dogs and cats must be housebroken and at least six (6) months old. Venomous and other life-threatening animals will not be permitted. Federal law does not give assistance animals access to the College campus as a whole. The College will reasonably accommodate an animal in a residence hall or campus apartment but does not allow students to bring assistance animals to other areas or buildings on campus unless the animal also qualifies as a Service Animal. An ESA animal is permitted so that the student in question will be afforded an equal opportunity to use and enjoy College housing.

Types of Animals

A service animal can either be a dog (any breed) or a miniature horse. The service animal must be trained to assist a person with a service directly related to the functional limitation of the person's disability. Service animal examples are as follows:

- **Guide Dog:** a dog trained to serve as a travel/tool assistant for persons who are blind or have severe visual impairments.
- **Service Dog:** a dog trained to assist a person with mobility or health impairment. The types of duties the dog may perform include, but are not limited to, carrying, retrieving, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls. Service dogs are sometimes referred to as Assistance Dogs.
- **Hearing Dog:** a dog trained to alert a person who is deaf or has impaired hearing of sounds (e.g., someone knocking at a door).
- **Seizure Response Dog:** a dog trained to assist a person with a seizure disorder. How the dog may serve the Partner depends on their needs. The dog may stand guard over the Partner during a seizure or may go for help. Some dogs have learned to predict seizures and warn the Partner in advance.
- **Dog in Training:** in Pennsylvania, a dog being trained to perform as a service animal has the same rights as a fully trained dog when accompanied by a trainer and identified as such.
- **Miniature Horse:** a horse, ranging in height from 24-34 inches measured to the shoulders and generally 70-100 pounds, trained to do work or perform tasks for people with disabilities. The miniature horse must be housebroken and under the owner's control. Other factors to consider include the facility able to accommodate the horse's type, size, and weight and the horse's presence must not compromise legitimate safety requirements necessary for safe operations of the facility.

An ESA can be chosen from many types of animals. Examples are a cat, dog, caged animal such as guinea pig, or other small animal. The type of animal is approved separately from the accommodation request. Consideration of fire and safety guidelines are part of this approval.

Living in College Housing and/or Attending Class

There are two different procedures regarding registration or documentation for a Service Animal versus ESA.

A person who will make use of a service animal in College housing must contact the Disability Services Coordinator or the Director of Housing and Residence Life at least 20 days prior to bringing the animal to campus in order to register the intended use of the Service Animal so that the College can assure appropriate housing. The Service Animal must be vaccinated and licensed as required by state law and/or local ordinance. The Partner must provide documentation of the Service Animal's vaccinations and licensing if living in campus housing; Disability Services and Residence Life needs to approve the placement in campus housing.

It is recommended a person who will make use of a Service Animal in class(es) contact the Disability Services Coordinator at least five (5) days prior to bringing the animal to campus to allow notice to faculty for planning purposes. The animal is permitted in campus facilities without notice.

An Emotional Support Animal must be approved through the college accommodations process prior to arriving on campus and is only permitted in the Partner's residence (room or apartment), the residence lounge, and other common areas that are a part of the residential facility excluding a dining facility. When the Partner is outside the Partner's residence, the assistance animal must at all times remain under the control of and in close proximity to the Partner. An assistance animal is not permitted in other areas of the College (e.g., libraries, academic buildings, classrooms, labs, campus center).

All animals must be accompanied by the Handler/Partner, properly restrained on a leash, or in an enclosure and remain under control in close proximity to the student, whenever the animal is outside the student's room. To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environments.

It is the responsibility of the student to make arrangements to promptly handle any cleaning that is necessary due to the presence of the animal. Students are responsible for providing their own cleaning supplies and should not use common

restrooms or kitchens to clean the animal, or any equipment related to the animal. Arrangements should be made with Facilities, should access to a sink and water be required. All waste will be disposed of in outdoor bins.

For caged animals, such as rodents, guinea pigs, hamsters, rats, rabbits, and other:

- Always wash hands thoroughly after touching the animal or cleaning the cage.
- Do not allow others to kiss, nuzzle, or hold the animal near their face. This can startle your animal and lead to scratches or biting behaviors.
- Cages/enclosures must be properly secured shut and sitting on a sturdy surface.
- Keep animal supplies and cage out of the kitchen or other areas where food is prepared or open.
- The animal should not be permitted to walk on shared property, such as furniture.
- Disinfect the area immediately after habitat cleaning.
- Seek medical attention if any human is bit or scratched.

When an animal must exit the living quarters or other building to address biological needs, it must be under the control of the Handler/Partner at all times. Feces must be cleaned immediately and disposed of properly in outdoor bins; this includes but is not limited to the campus residence, the campus residence lounge, residence exterior and courtyards, hallways that are part of the residence facility, and indoor/outdoor common areas and grounds.

Procedures for an ESA

A Partner requesting the use of an ESA will follow these steps:

1. Contact the Disability Services Coordinator to set up a meeting and request an application.
2. Provide documentation meeting King's College guidelines from a qualified healthcare or mental health professional. These guidelines can be found at kings.edu/academics/support/skills_center/disabilities_program.
3. If the College communicates in a determination letter that the Partner is permitted to have an assistance animal on campus, the Partner must meet with the Director of Housing and Residence Life to determine living arrangements.
4. Before the animal arrives on campus, the Partner must provide the Director of Housing and Residence Life a signed roommate agreement if currently living with a peer(s), emergency contact information, proof of vaccinations (as required for the specific animal), proof of yearly vet check (all animals), and licenses (as required for the specific animal).

Within 20 working days (beginning the day documentation of the disability is received), King's College will carry out its due diligence of reviewing information and determining eligibility. This documentation includes but is not limited to:

- Demonstrating a relationship between a qualified professional and the Partner
- Statement the Partner qualifies as a person with a disability and the substantial functional limitations of the Partner
- Demonstration of a relationship between the disability and the need for the animal
- Demonstration that the animal will mitigate those limitations
- A professional opinion that care of the animal would most likely not add undue burden or stress for the Partner

Campus Community Etiquette

Service Animals are working animals and are not considered pets. Regular members of the community should refrain from asking questions about the Partner's disability or tasks the service animal performs. A person should remember to interact with the person, not the animal. Therefore, the campus community members should not pet, feed, or distract the animal while working; startle, tease, or taunt the animal; or prevent the animal from accompanying its Partner to any place on campus except where specifically prohibited. An ESA is not a working animal, therefore, petting or interacting is at the discretion of the Partner. Please ask before interacting.

Restricted Areas

King's College has designated areas as off-limits to all animals due to health and safety concerns. These areas include research laboratories. Exceptions can be requested and will be determined on a case-by-case basis.

Conflicting Disabilities/Health Issues

The College is aware that, at times, other persons may have a condition that may cause an allergic reaction or other concern when an animal is in proximity. Persons who have an issue with the animal should direct their concern to the Disability Services Coordinator. Action will be discussed to consider the needs of both parties and resolve the problem as efficiently and effectively as possible.

Owner Responsibilities

- **Identification:** The service animal should wear a harness, tag, or other gear that readily identifies its working status. If there is no such precaution, College officials may ask (1) if the animal is required because of a disability and (2) what work or task the animal has been trained to perform. In addition, service animals must wear an owner identification tag. Identification is not required for an ESA.
- **Control:** It is the responsibility of the person with a disability to control their animal, and the College is not responsible for the care or supervision of an animal. Furthermore, an animal may be excluded from the premises if the animal is (1) out of control and the animal's Handler/Partner does not take effective action to control it; or (2) the animal is not housebroken. It is the owner's responsibility to ensure that the animal is contained while the Handler/Partner is not present. Precautions should be made in case of room entry by Facilities, Security, or Residence Life staff. The College is not liable should the animal escape during these times of entry. If an animal accidentally escapes its cage or student's residence and cannot be accounted for, the student must inform Residence Life staff immediately.
- **Damages:** The owner is financially responsible for the actions of their animal including, but not limited to, bodily injury, house damage, and campus property damage. This includes any cleaning or treatments related to the presence of fleas, ticks or other pests.
- **Leash and Clean-Up:** The animal must be on a leash at all times. Animals are not permitted to be loose or run at large. If an animal is found without its Handler/Partner, the animal is subject to capture and confinement, at the expense of the student. The student must always carry equipment to clean up animal waste. Waste must be disposed of in a trash can located on the exterior of any campus buildings. Indoor trash cans are not to be used for the disposal of waste.
- **License:** All animals must meet the license requirements of Luzerne County, or county of residence, and wear those licensing tags. Records for Service Animals are maintained by the Disability Services Coordinator and shared with the Office of Campus Safety and Security. It may be shared with the Office of Residence Life, if necessary. Records for an ESA are maintained by Residence Life.
- **Health:** All animals must be clean and in good health and have veterinarian recommended vaccinations and a yearly vet check. If the health or hygiene of an animal is not maintained, it may be excluded from campus.
- **Extended time away:** Animals may not be unattended for more than eight (8) consecutive hours and must be removed from campus during breaks or other extended periods if the Handler/Partner is not on campus. The College may place other reasonable conditions or restrictions on an ESA depending on the nature and characteristics of the animal.
- Handlers/Partners are required to select an emergency contact for the animal, someone who does not reside in King's College housing. In the event of an emergency involving the Partner, the College will notify the emergency contact, who will be required to come to campus to collect the animal within an amount of time determined by the College based on the individual circumstance. The emergency contact's information will be stored with the Office of Residence Life, and any changes should be immediately updated. The student will be required to pay, if any cost is incurred, for care of an animal while the student is off campus.

Emergency Situations

In case of an emergency or evacuation, EMS/Security will determine if it is safe to remove an animal left inside a building. In some cases, it may necessitate leaving the animal behind in certain emergency evacuation situations. If an animal accidentally escapes its cage or student's residence and cannot be accounted for, the student must inform Residence Life staff immediately.

Removal of an Animal from College Owned Housing or Campus

There are instances when an animal is not appropriate as a service or support animal. Animals that engage in aggressive or threatening behavior such as, but not limited to, growling/biting or other aggressive actions will be required to leave the campus immediately. A review will follow to determine if return to campus is reasonable. The Handler/Partner of an animal is expected to report such incidents to Residence Life staff. Other unruly or disruptive behavior, such as, but not limited to, excessive noises, wandering unrestrained, or making unwanted contact with others, will go through a process of warning and review. An assistance animal that makes excessive noise in a dwelling can be very disruptive to other residents. The student will be required to remove the animal from campus until the behavior is under control. An excessively unclean or unkempt assistance animal or cage may result in the student being asked to remove it from campus until acceptable hygiene is achieved. Failure to uphold and abide by this policy may result in a Handler/Partner not being permitted to keep their animal in College owned housing units.

Exclusion

If for any reason an animal is excluded from campus for a short-term or long-term period, the individual with a disability who uses the animal will be given the opportunity to continue to use or participate in College activities without the animal on premises and request other accommodations.

Appeals Procedure

King's College has established procedures to address student concerns when a student believes their rights under the Americans with Disabilities Act (ADA) are not being appropriately addressed. Please refer to the **Disability Grievance Procedure** in this section for more information.

Training of Service Animal Policy and Agreement ¹

King's College recognizes the importance of training service animals for the benefit of persons with disabilities. Thus, students who wish to provide this important service, and are committed to fostering a positive learning and living environment at King's College, are required to follow this policy in registering and caring for a Service Animal in Training. Guidelines for Service Animal and ESA are applicable to a dog in training.

A King's College student who desires to train a Service Animal on campus is required to adhere to the protocols and procedures contained in this policy and agreement.

1. The student must meet with the College's Disability Services Coordinator and the Director of Housing and Residence Life to review the content of this policy, especially regarding the standards for procuring a service animal in training and responsibilities in caring for the animal and the good of the College community. King's College may use up to 20 working days (starting the day the student meets with the College's Disability Services Coordinator and the Director of Housing and Residence Life) in order to do its due diligence in assuring that the provisions found in this document have been met by the student to determine eligibility to house a Service Animal in Training.
2. Students are not permitted to share a contract for the training of a Service Animal. The animal is the responsibility of a single student, who is entrusted with responsibility for the animal's behavior on campus.
3. Students are responsible for any damage caused by a Service Animal in Training, including to furniture, carpets, and any other property belonging to the College or to another student.
4. If the College determines that the student is in violation of this policy or other College policies, the Service Animal in Training can be removed from the campus at the student's expense.¹ Before other types of Service Animals in Training can be brought to campus, the College reserves the right to verify that the animal in question does not in any way infringe upon the safety, health, or general well-being of any member of the College community.
5. Before a service dog in training can be brought to campus the student must provide the College verification of the following:
 - a. the dog is at least six months old
 - b. the dog has received all necessary vaccinations
 - c. the dog has a tag
 - d. the dog is housebroken
 - e. a record of the trainings for the dog to date and a plan for future trainings have been arranged
 - f. the student understands their obligations related to the contractual arrangement entered into with the agency or company from whom the dog has been procured²
 - g. the student understands their responsibilities related to this policy

Personal Care Attendant Guidelines

King's College is committed to ensuring that all students with disabilities are provided disability-related accommodations enabling them to have access to College programs and services. King's College understands that Personal Care Attendants may be necessary to address the personal needs of a student in order for that student to fully participate in life at the College.

A Personal Care Attendant is an individual who is employed by the person with a disability and who assists with activities of daily living. Examples can include dressing/daily living, nursing/medical, and mobility services. Academic accommodations are processed separately from other accommodations; therefore, unless otherwise approved, a PCA is not approved to be involved in any academic processes (note taking, doing homework, attending classes, scribe support during an exam, or proctoring exams).

Student Responsibilities:

Meet with the Disability Services Coordinator in the Academic Skills Center to make the request for an accommodation of a Personal Care Attendant (PCA). If a student who will live on campus is aware of the need of a PCA, please also indicate it on all Residence Life forms.

Submit documentation stating the disability and support for the need of a PCA.

A student who requires personal attendant services is responsible for identifying/selecting, hiring, training, supervising and paying any PCA. King's College will not provide personal aids or services, "including help in bathing, dressing, or other

¹Students are also required to adhere to the guidelines presented in sections entitled "Conflicting Disabilities/Health Issues," "Using an Assistance Animal in College Housing," "Owner Responsibilities," "Removal of an Assistance Animal," "Exclusion" and "Appeals Procedure" in the King's College Policy for Emotional Support (Assistance) Animals. The term "Service Animal in Training" substitutes for the term "Assistance Animal."

²Students are strongly encouraged to examine carefully all of the items presented in a contract regarding medical expenses, financial responsibility due to the loss or death of the animal, and other potential hidden fees.

personal care,” per Section 504 and Title II of the ADA, nor does the College assume financial responsibilities for personal attendant services.

Once approval has been granted in writing, if the PCA will work in a space of college housing, the student will provide Residence Life a copy of the PCA’s name, email, cell phone number and working schedule along with the contract from the Agency providing the PCA. If using a private PCA, a student must submit the PCA’s qualifications, insurance, and clearances along with the PCA’s name, email, cell number and schedule of services. Clearances to include Act 34 and Act 151*. All PCA’s clearances must be acceptable under King’s College Human Resources Guidelines. If the PCA is for a commuter student, all information is to be submitted to the Disability Services Coordinator.

1. The student should plan for a backup attendant in case a PCA becomes sick or is otherwise unavailable to work. Information, same as above, is necessary for a backup attendant.
2. Each semester, the student and PCA must sign a Personal Care Agreement to acknowledge responsibilities and adhere to the requirements within it.

The PCA must conduct themselves in a manner consistent with the community standards of the College, which includes abiding by all College policies, regulations, and procedures. An intended PCA who is a member of the student’s immediate family or who is a member of the opposite sex needing to live in College housing must gain approval from the College on a case-by-case basis. If a PCA fails to abide by such policies, regulations, rules, and procedures and/or causes a fundamental alteration in services, programs, or activities, the College will issue a warning to the student and PCA and may make a determination that the PCA will not be allowed to accompany the student with a disability. If a PCA who resides in college housing fails to abide by the policies, regulations, rules, and procedures related to college housing, the College may decide that the PCA will not be allowed to live with the student in campus housing. In some cases, the PCA may be removed from campus immediately, regardless of the contractual arrangement the PCA has with the student. It is the student’s responsibility to secure the services of another PCA in the event a PCA becomes unable to perform services for a student, whatever the cause of that unavailability.

Other Information: Hard copy of necessary Employee policies will be given to the approved PCA at the start of the PCA’s position.

*Pennsylvania State Police Request for Criminal Records Check (Act 34)
FBI Fingerprints and Department of Public Welfare Child Abuse History Clearance (Act 153)

EXPERIENCING THE ARTS

Office of Student Affairs

Rev. John J. Lane, C.S.C., House
166 North Franklin Street
(570) 208-5875
studentaffairs@kings.edu

CAMPION SOCIETY

Campion Society, the student fine arts organization, sponsors Open Readings and allows students’ work to take center stage. This venue allows students to perform their works of art in the literary arts, including drama, verse, poetry, and prose, among others.

KING’S COLLEGE THEATRE

From children’s theatre to the classics, students in the Theatre Department have the opportunity and the talent to do it all. King’s is the only regional theatre group that regularly offers classical works by Shakespeare, Moliere, and Shaw. In addition to offering major and minor programs of study, the theatre is open to all students (as well as faculty and staff) to participate in productions. For information about the department, visit kings.edu/academics/undergraduate_majors/theatre.

WIDMANN ART GALLERY

During the academic year, exhibits from talented local artists are displayed in the Widmann Art Gallery, providing audiences with a vibrant experience in the visual arts. “Meet the Artist” receptions, which include gallery discussions, provide an opportunity to meet with the artist and ask questions you may have about the exhibit.

Since this room is primarily a gallery, requests to use it when there is an exhibit on display are made directly to Jasmine Giddings, Coordinator of the Widmann Art Gallery, by emailing widmanngallery@kings.edu or calling (570) 208-5898. When sculptures are on exhibit, no other event may take place. After approval has been given to hold an event in the gallery, the event’s sponsor is responsible for safeguarding the exhibit during and after the event, including ensuring the gallery is locked.

The Gallery is located on the first floor of the Sheehy-Farmer Campus Center with viewing hours Monday through Friday from 9 a.m. to 4:30 P.M. and Saturday and Sunday as arranged. The Gallery is closed on national holidays and during scheduled breaks throughout the academic year.

FINANCIAL AID

Barbara Schmitt
Director of Financial Aid
Administration Building, Room 108
(570) 208-5868
finaid@kings.edu

The Office of Financial Aid provides scholarship, grant, loan, and federal work study employment information to all students. Although most aid is based upon financial need, the Office of Financial Aid encourages all students to apply for financial aid and consult with a financial aid advisor to review their financial aid eligibility.

In addition to determining grant and loan eligibility, the Office provides students with valuable information regarding federal work study employment opportunities in on-campus academic and administrative departments, as well as in community service agencies off campus and will assist eligible students in securing employment.

Applying for financial aid is an annual process. You must complete a Renewal Free Application for Federal Student Aid (FAFSA) each year for which you are requesting financial aid. Students are encouraged to file the FAFSA by April 15 of each year. Your Expected Family Contribution (EFC) and your costs will be reevaluated each year, and as a result, your federal and state grants may change.

In an effort to maintain fair and equitable standards, King's College strives to provide as many students as possible with the resources needed to meet their financial need. Merit scholarships and awards are renewable each year, up to eight (8) undergraduate semesters regardless of SAI. Institutional need-based funds are subject to change annually in accordance with SAI changes.

Students should keep in mind that withdrawing from a class or classes during the semester could impact their eligibility for aid the following academic year. Anyone wishing to determine how dropping a class will impact their academic progress may contact the Office. Students are encouraged to walk in or to schedule an appointment with a specific staff member.

HOLY CROSS EXPERIENCE

Sean Cryan
HCE 101 Coordinator
Sheehy-Farmer Campus Center
(570) 208-5802
seancryan@kings.edu

All first-year students who begin their undergraduate experience at King's College are required to complete the one-credit, graded Holy Cross Experience (HCE) seminar to be eligible for graduation from the College. Faculty or professional staff and a student leader teach the seminar, which appears on the student's class schedule and the College transcript with a grade. Class attendance, completion of writing assignments, a service project, attendance at campus educational and/or cultural events, passing grade in an online drug and alcohol and sexual violence module, and active participation in all HCE 101 sessions is required to complete the class.

PURPOSE OF HCE 101

The Holy Cross Experience course introduces first-year students to the essential elements and foundations of a King's College education. HCE 101 focuses on the concept of the "vocation of a student" with an eye toward a "vocation for life." By vocation, King's does not mean simply a career trajectory, but a life trajectory. The foundational questions of who I am, what type of person do I desire to be, and to what values, beliefs, or causes will I dedicate my life form the horizon for engagement in this course.

HCE 101 is an introduction to the mission and history of King's and an exploration of the practices and habits that enable academic success, personal growth, ethical decision making, and positive social engagement. The course helps students transition to the demands and unique opportunities of college life and understand the liberal arts foundation of a King's College

education. It provides an immediate connection to other first-year students in an environment marked by mutual support and frank and honest conversation about college success.

LEARNING OBJECTIVES

At the completion of the HCE course, the student will be able to:

1. Formulate a first-year student success plan based on the identification and understanding of the student's strengths and weaknesses.
 - Describe key study and time management strategies for personal academic success
 - Describe healthy patterns of social interaction and engagement that will contribute to personal growth
 - Express the impact of cultural and intellectual extra-curricular engagement upon the student's liberal arts education
 - Navigate the online registration process following consultation with the advisor
2. Apply the concept of vocation to their life as a student and career or life goals.
 - Explain key issues of vocational discernment including self-knowledge, skills and competencies, and spirituality
 - Develop strategies to enhance positive character traits and to improve less developed character traits
 - Articulate strategies for engaging issues of diversity and inclusion on campus
 - Compare the goals for graduates articulated in the College's Mission Statement with present involvements and goals
3. Formulate a personal mission statement using the key concepts of education in the Holy Cross tradition (transformation, zeal, community, and hope).
 - Explain the key elements that describe the mission and identity of King's College as a Catholic college in the Holy Cross Tradition
 - Describe the impact of volunteer service on their understanding of the purpose of liberal arts, Catholic education
Describe foundational spiritual practices (e.g., prayer, meditation, mindfulness, reading sacred texts) and their impact on the student's sense of purpose and meaning
4. Apply a strategy for moral decision making to concrete situations related to academic, personal, or social contexts.
 - Formulate a strategy for bystander intervention in a situation involving harassment
 - Analyze the components of the process involved in moral decision-making
 - Recognize academically dishonest behaviors and explain the King's College policy on academic integrity
 - Design a personal wellness strategy that includes matters of physical, psychological, and spiritual health
 - Formulate a practical plan to prevent poor decision-making regarding issues of alcohol, drugs, or sexual harassment/misconduct
 - Identify sound decisions regarding financial obligations and post-graduate financial responsibility

HONORS PROGRAM

James Ambury, Ph.D.
Director of Honors Program
Hafey-Marian Hall, Room 503
(570) 208-5900 ext. 5243

STATEMENT OF PHILOSOPHY

The King's College Honors Program welcomes highly motivated students who are curious about new ideas and inspired by great questions. Our students are serious about self-reflection, energized by dialogue, and passionate in the pursuit of knowledge across a variety of majors, minors, and professional programs. We are an academic community committed to seeking truth while navigating the complexities of the modern world.

MISSION STATEMENT

Our program offers a dynamic and transformative education for learners from a diversity of backgrounds. Through a rigorous liberal arts curriculum and vibrant co-curricular life, we foster communion and conversation about issues of global significance. Ever hopeful of a better world, we nurture future leaders who are animated by civic engagement and pledged to promoting the common good.

PROGRAM BENEFITS

- Interdisciplinary courses and seminars
- Small class sizes

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- Community learning
- Senior capstone experience
- Honors lounge and study space
- Service opportunities
- Guest lectures
- Honors housing option
- Monthly socials
- Weekend trips

KC PATHWAYS

Kelly Lettieri

Director of KC Pathways
107 North Franklin Street, First Floor
(570) 208-8027
kellylettieri@kings.edu

MISSION

The Office of KC Pathways, which serves Achievement Plus, ACT 101, First-Generation, and International Services, enhances the academic experience by providing the highest level of holistic support, including knowledge and expertise in advising, advocacy, awareness, celebration, immigration services, and programming, and through partnering collaboratively across campus to serve students with successfully completing their degrees.

The Office actively promotes diversity, international, and intercultural understanding and seeks to enrich the academic and cultural environment of King's College. To accomplish this mission, we offer the following services to students:

- Academic and non-academic advising
- Personal, financial, and career coaching
- Non-immigrant visa documentation and compliance and international admissions
- Orientation and college acclimation assistance
- Liaison for students
- Summer program for incoming ACT 101 students
- Peer mentorship and other mentorship opportunities
- Lending Library for course textbooks and support materials
- Small group and workshops sessions on various academic and non-academic topics

ACHIEVEMENT PLUS

The Achievement Plus Program assists students whose financial resources to attend college are limited and supports highly motivated students who show the potential to succeed in college but may need support mastering the academic rigors and building self-confidence through a structured program of tutoring, counseling, financial assistance, career guidance, and advisement. To participate in the program, individuals must have low SAT or ACT scores or high school GPA; are attempting a difficult curriculum (e.g., pre-med, physician assistant, education, athletic training, accounting); are returning to college after several years' absence; transferring from a two-year, post-secondary institution; and/or have financial need.

ACT 101

The ACT 101 Program supports highly motivated students who show the potential to succeed in college but may need support mastering the academic rigors and building self-confidence through a structured program of tutoring, counseling, financial assistance, career guidance, and advisement. The program assists students whose financial resources to attend college are limited. To participate in this program, students must live in the Commonwealth of Pennsylvania; have a family income that meets 200% of the Federal Poverty guidelines; have low SAT or ACT scores or high school GPA; are attempting a difficult curriculum (e.g., pre-med, physician assistant, education, athletic training, accounting); are returning to college after several years' absence; transferring from a two-year, post-secondary institution; and/or demonstrate financial need.

FIRST GENERATION COLLEGE STUDENTS

The First-Generation College Students Program manages opportunities related to First-Gen Forward initiatives, collecting data, seeking funding opportunities, and supporting students. The program advocates (through website, recruitment, and social media), brings awareness (to campus through external partnerships and training), celebrates (national First Gen Celebration Day, First-Gen Graduation, and student organization events), and supports (financial, academic, and holistic) first generation college students at King's. To participate in this program, students must have a parent or legal guardian who does not have a four-year college degree.

INTERNATIONAL SERVICES

International Services enhances the academic experience of international students by providing the highest levels of knowledge and expertise in advising, immigration services, advocacy, and programming. The Office of KC Pathways actively promotes international and intercultural understanding and seeks to enrich the academic and cultural environment of King's College. An international student is any student planning to study in the US, who is on a non-immigrant visa (F-1, F-2, A1, A2, H1, H2, etc.) can participate in these services.

HONOR SOCIETIES

The Office of KC Pathways supports two honors societies. Alpha Alpha Alpha (First Generation Program) requires students be enrolled and have completed at least 30 credits of study, have an overall, minimum 3.2 GPA in all coursework, and come from a family where neither parent nor any legal guardians earned a bachelor's degree. Chi Alpha Epsilon (Achievement Plus/ACT 101 Program) requires students earn a cumulative, minimum 3.0 GPA for at least two consecutive semesters and have been active with the Achievement Plus/ ACT 101 programs.

LEADERSHIP PROGRAM

Megan Casey

Associate Vice-President for Student Affairs and Dean of Students
Rev. John J. Lane, C.S.C., House
166 North Franklin Street
(570) 208-5875
studentaffairs@kings.edu

MISSION

The Leadership Program seeks to provide a variety of experiences in order to enhance leadership qualities in students through formal education by means of non-credit learning experiences. A unique characteristic of the program is the emphasis in each of its components on the study of ethical decision-making and the diversity of our society.

Students will have opportunities to develop:

- Oral presentation skills along with use of technology
- Ethical decision-making
- Confidence and skills to facilitate positive change
- Appreciation for people who are different from us
- Increased self-awareness and self-confidence
- Ability to apply formal learning to life experiences

OPPORTUNITIES AND PROGRAMS

Students can choose from several leadership opportunities with campus programs, positions, and events.

- **Emerging Leaders Program:** This program is for first-year and sophomore students who have an interest in pursuing leadership roles on or off campus. It includes topics such as leadership skills, leadership styles, group process, motivation, ethics, and diversity.
- **Perspectives Leadership Program:** This program is a 5-week upper-class leadership seminar for students who want to see how leadership experiences are impacting daily life.
- **Student Organization Leadership:** Over 200 students hold leadership positions in student organizations on campus.
- **Community Service:** The Shoal Center offers leadership programs for students engaged in community service.
- **Resident Assistants:** RAs are responsible for a floor community usually housing 25 to 55 students. The RA is responsible for programming, community development, student conduct, advising, and administrative tasks.
- **Orientation Leaders:** Orientation Team Leaders are responsible for working with the New Student Orientation program in development of the Campus Orientation programs held in June, August and January of each year.
- **Holy Cross Experience Co-Leaders:** Upper-class students serve as co-leaders for the HCE101: Holy Cross Experience course.

LEONARD CORGAN LIBRARY

Adam Balcziunas
Director of the Library
D. Leonard Corgan Library
(570) 208-5644
adambalcziunas@kings.edu

The Library will be undergoing renovations during the 2024-2025 academic year, and some functions may be disrupted during this time. Please see your email and the Library webpage for the most up-to-date information.

MISSION

The primary purpose of the D. Leonard Corgan Library is to provide information and information services for students, faculty, and staff in an environment that encourages learning and critical inquiry. The library faculty and staff strive to provide resources and services that support the curriculum and independent study. Our library instruction supports not only the acquisition of specific knowledge but also the development of critical thinking and information literacy so our students can be increasingly sophisticated in their use of information throughout their careers. The library provides students and faculty with an online catalog and access to databases. The building has cubicles for individual study, several group study rooms with mounted whiteboards, and over 60 computers with printing capability.

HOURS AND CIRCULATION

The library building is typically open to current students 24 hours a day for study. Library Reference and Circulation service hours are listed below. Exceptions will be posted at the library entrance and on the library's social media channels.

ACADEMIC YEAR CIRCULATION DESK HOURS	
Monday through Thursday	8 a.m. – 8 p.m.
Friday	8 a.m. – 4 p.m.
Saturday	No Staffed Services
Sunday	12 p.m. – 8 p.m.

Students and employees must present their King's College ID to borrow materials. Individuals are responsible for materials borrowed on their cards. Fees will be assessed for late or lost materials. All library books must be returned, and fines settled, before students receive their grades or transcripts.

REFERENCE SERVICES

Reference services are available Monday and Tuesday from 8:30 a.m. to 8 p.m., and Wednesday through Friday from 8:30 a.m. to 4:30 p.m. Hours are subject to change. If you need reference assistance when a librarian is not present, please consult the online research guides or email askalibrarian@kings.edu, and a librarian will respond to you as soon as they are available.

INTERLIBRARY LOAN

In addition to borrowing materials from Corgan Library's collection, students, faculty, and staff can borrow items from other libraries free of charge through our EZBorrow and Interlibrary Loan (ILL) services. Links to EZBorrow and ILL request forms are on the library's website. Requests are usually filled within a few days, but please submit them at least two (2) weeks before you need the materials so there is enough time to process and ship the request.

PHOTOCOPYING

Free black & white Mobility Print printer/scanner/copier machines are located on the first floor of the library.

MULTICULTURAL AND INTERNATIONAL STUDENT PROGRAMS

Jasmine Giddings

Director of Multicultural and International Student Programs
Office of Campus Activities
Sheehy-Farmer Campus Center, Room 103B
(570) 208-5898
jasminegiddings@kings.edu

MISSION

The Office of Multicultural and International Student Programs (MISP) supports and promotes cultural competency to all students and offers special services to those of underrepresented populations at King's to promote wellness, academic success, social opportunities, and personal development.

MISP is student-centered and, therefore, provides many opportunities for students to initiate, coordinate, and implement programs that enhance their personal, social, and intellectual development at King's College. In keeping with the College's mission, MISP provides co-curricular activities and programs that complement and augment the learning that takes place in the classroom, while influencing and enhancing the total College experience. Programs are designed to enhance students' cognitive skills and heighten awareness concerning contemporary issues of diversity.

At King's, we champion the inherent dignity of every person. To support this mission, the MISP office offers small and large programming to expose students to various cultures and traditions and creates an inclusive environment through recognition, awareness and celebration.

ORGANIZATIONS

Students who are members of the following organizations help build leadership and enhance their resumes through participation in diversity conferences, service projects, social activities, etiquette dinners, presentations, monthly one-on-one advisement, and motivational speakers. Additionally, they participate in induction ceremonies and the Multicultural Graduation Ceremony where they receive graduation cords.

- **Multicultural International Club:** MIC promotes cultural awareness and the fellowship of all students at King's College. MIC hosts entertaining educational and social programs throughout the year that are typically open to all students. Some of the notable programs held in the past include fashion shows, a trip to the Holocaust Museum (Baltimore, MD.), international cuisines events, and community service. Any King's College student can join MIC.
- **Impact and Elite:** A Brother and Sisterhood for students of color attending a Predominantly White Institution (PWI) by empowering them to achieve success within leadership, engagement, and service, while developing their resiliency and wellbeing during their college experience and beyond.

MUSIC ENSEMBLES

Robert Yenkowski

Music Director
Rev. John J. Lane, C.S.C., House
166 North Franklin Street, Second Floor
(570) 208-6044

The Music Program at King's College was initiated to meet the needs of students who love music and love being part of music ensembles. These ensembles are dedicated to learning new music and sharing it with the campus community and the community-at-large. Membership in any one of these groups is not limited to any major or class.

CANTORES CHRISTI REGIS

This choir strives to bring the art of choral music to the campus by performing at many College functions and concerts and is the premiere choral ensemble at the College. The choir consists of 16-28 students from all class levels and performs many great classical choral works and more contemporary ones by current choral composers. This choir rehearses twice weekly for 75 minutes each session.

CHRISTIAN VOICES

This liturgical choir is founded upon the principles of the Second Vatican Council. Its primary function is to minister to the King's Community at the Sunday Eucharist. The choir is comprised of first-year through senior students from a variety of faith traditions. The choir primarily ministers at the 8 p.m. Sunday Liturgy. Members of the choir rehearse weekly for 90 minutes, usually on Sundays from 5 to 6:30 p.m.

NEW STUDENT ORIENTATION

Sean Cryan

Director of Campus Activities and New Student Orientation
Office of Campus Activities
Sheehy-Farmer Campus Center, Room 103F
(570) 208-5802
orientation@kings.edu

New Student Orientation provides new students with the knowledge and resources that will assist with the transition to a small, Catholic college in the Holy Cross tradition. Incoming students will gain knowledge of how to succeed academically and socially, as well as become a part of the King's College Community. Orientation is an evolving process that actually begins from the time of admission and continues through the first semester of attendance. Summer Orientation takes place in late June with one day sessions for all incoming first-year students. In August, first-year students participate in Fall Welcome prior to the start of the fall semester. Elements from the Orientation program are extended into the beginning of the fall semester through involvement in the HCE 101: Holy Cross Experience course. To achieve this mission:

- The New Student Orientation program will collaborate with other institutional departments to provide students with assistance, guidance, and direction throughout their college experience.
- The President of King's College and student leaders will address all new students about the unique experience of being a King's College student on opening day of Fall Welcome.
- Students participate in educational experiences addressing academic success, sexual violence, alcohol, and other important topics through summer orientation and Fall Welcome events.
- All new students participate in community service and reflection during Fall Welcome.
- Evening social events are designed to help students interact and meet fellow classmates, faculty, staff, and administration.

Transfer students are invited to attend a separate and distinct orientation that supplements the first-year orientation. During this time, transfers are advised on the academic and social policies of the College and are welcome to discuss any concerns that may be unique to their situation.

In January, an orientation is offered for new students who enter King's College for the first time in the spring semester. New students entering in January will take HCE 101 in the spring semester.

OFF-CAMPUS STUDENT SERVICES

Megan Casey

Associate Vice-President for Student Affairs and Dean of Students
Rev. John J. Lane, C.S.C., House
166 North Franklin Street
(570) 208-5875
studentaffairs@kings.edu

All first-year and sophomores are required to live on campus in College housing or commute from the permanent residence of their parents or guardians located within 45 miles of the campus. The Associate Vice President for Student Affairs and Dean of Students or designee advises on an individual basis those students living off-campus regarding property owner/tenant situations. The Associate Vice President publishes a booklet for students and a brochure for parents/guardians about living off-campus. Each fall semester, the Off-Campus Liaison sponsors an opportunity for off-campus students to meet with city officials to discuss the relationship between students and the City of Wilkes-Barre. Students can enroll in off-campus meal plans in the Office of Residence Life.

POST OFFICE AND MAILBOXES

The College Post Office is open Monday through Friday, 8 a.m. to 3 p.m. (with limited services available from 3:30 to 6 p.m. when classes are in session). Students, faculty, and staff may mail packages (up to 70 pounds through USPS) or purchase stamps from the Post Office. All international mail weighing over 13 ounces must be sent through the USPS.

All full-time resident students are assigned a campus mailbox in the Sheehy-Farmer Campus Center and combinations by the Registrar's Office. Off-campus students are not assigned a mailbox unless requested through the Registrar's Office. All student mail must be addressed using the following format:

Student Name
Box #
King's College
133 North River Street
Wilkes-Barre, PA 18711-0801

Please note, the above format does not include "P.O." before the box number as this is a United States Postal Service convention. Including "P.O." in your address will delay delivery of your mail.

Students must inform the Registrar's Office immediately regarding any change in student residency or contact information. Any student in need of mailbox repair should notify the Post Office in writing, including name and mailbox number.

It is the sole responsibility of the student to check their mailbox frequently to keep informed of deadlines and changes in college policies and regulations, as well as correspondence from College offices.

SEVERE WEATHER

Changes in the class schedule are announced through the College's emergency notification system via text alerts, the College email, and TV stations early in the morning. For current information on compressed schedules or canceled classes, please call the SNOWLINE at (570) 208-5979. Please do not call the College switchboard. King's sends messages regarding school closings or changes in schedule to student email accounts.

Students are strongly recommended to sign up for the 911Celluar emergency notification system. To sign up, students should register at the **911Shield app** at the beginning of the academic year to have these messages sent to their cell phones through the College emergency notification system. Information is also available on the College's web page, MyKing's Emergency Notification.

Decisions regarding inclement weather will be based on weather forecasts, campus conditions, and the conditions surrounding the College. The College recognizes that commuting students come from a wide geographic area and that road conditions may vary significantly throughout Northeastern Pennsylvania. Common sense and good judgment should guide students as to whether or not to attempt traveling to the College or if early departure from campus is required. We anticipate that the faculty will respect student judgment in these matters. In such situations, students should make every effort to notify an instructor in advance regarding their inability to travel to campus. If advance contact cannot be made, students should speak to their instructors about absence(s) upon returning to campus.

COLLEGE OFFICES AND ACTIVITIES

In general, when the College is closed, student activities are canceled. Exceptions may be made, however, with the approval of a senior staff member.

NOON OPENING CLASS SCHEDULE	
College offices open at 12 p.m.	
Monday, Wednesday, Friday	
Regular	Adjusted
8:00 a.m.	Canceled
9:05 a.m.	Canceled
10:10 a.m.	Canceled
11:15 a.m.	Canceled
12:20 p.m. or later	Normal schedule
Tuesday, Thursday	

Regular	Adjusted
8:00 a.m.	Canceled
9:30 a.m.	Canceled
11:00 a.m.	Canceled
12:30 p.m. or later	Normal schedule

COMPRESSED SCHEDULE
College offices open at 10 a.m.

Monday, Wednesday, Friday
35-minute classes; 15-minute breaks

Regular	Compressed
8:00 a.m.	10:00 a.m. – 10:35 a.m.
9:05 a.m.	10:50 a.m. – 11:25 a.m.
10:10 a.m.	11:40 a.m. – 12:15 p.m.
11:15 a.m.	12:30 p.m. – 1:05 p.m.
12:20 p.m.	1:20 p.m. – 1:55 p.m.
1:25 p.m.	2:10 p.m. – 2:45 p.m.
2:30 p.m.	3:00 p.m. – 3:35 p.m.
3:50 p.m. or later	Normal schedule

Tuesday, Thursday
50-minute classes; 10-minute breaks

Regular	Compressed
8:00 a.m.	10:00 – 10:50 a.m.
9:30 a.m.	11:00 – 11:50 a.m.
11:00 a.m.	12:00 p.m. – 12:50 p.m.
12:30 p.m.	1:00 p.m. – 1:50 p.m.
2:00 p.m.	2:00 p.m. – 3:15 p.m.
3:30 p.m. or later	Normal schedule

SHOVAL CENTER FOR COMMUNITY ENGAGEMENT AND LEARNING

Bill Bolan
 Director of the Shoval Center
 Rev. Charles D. Sherrer, C.S.C., House
 171 North Franklin Street
 (570) 208-8058
williambolan@kings.edu

MISSION

Dedicated to continuing the social mission of King’s College, the Shoval Center for Community Engagement and Learning facilitates teaching, research, and volunteer opportunities that advance both the needs of the community and the educational mission of the College. The Center, located at 171 North Franklin Street, was created in 2005 through a major gift from Susan and Judd Shoval, co-founders of GUARD Financial Group.

SERVICES

King's College is comprised of caring students, faculty, and staff who actively collaborate with the wider community. The Shoal Center encourages this engagement by promoting ongoing volunteer work, service learning, and social justice programs. King's community members who wish to offer their services to the community may consult the Shoal Center for help with ideas, coordination, and planning. Likewise, the Shoal Center responds to community requests for assistance by engaging the knowledge, expertise, and resources of King's College. These requests may range from appeals for volunteers, to assistance for community development projects and research. The Shoal Center is active in eight main areas:

- Service-learning classes
- Community volunteering
- S.E.R.V.E. alternative break trips during the fall, winter, spring, and summer
- Community-based work-study
- AmeriCorps VISTA
- Social Justice Education and Action Programs
- Community-based faculty research
- College-wide civic engagement efforts

SERVICE LEARNING

Service learning at King's integrates academic learning with hands-on community service that encourages students to be more socially aware and active. A course-based pedagogy, service learning allows students to get a more meaningful understanding of their studies, while simultaneously helping the community. Although service learning may take many forms, all service-learning classes share three primary characteristics:

1. The service project is meaningful and relevant. Service is related to the course, allows a student to learn, and is needed by the community.
2. The service is actively integrated into analysis of course subject matter, whether in lectures, exams, presentations, discussions, or reflections.
3. Students learn about the social context of the services in which they engage, i.e., why the particular service is necessary.

VOLUNTEERING

The Shoal Center also attempts to find individual volunteer placements that best suit the interests and talents of King's students. As a result, King's volunteers find themselves working with children and youth groups, people experiencing homelessness, the elderly, and other populations. In the past, King's volunteers have helped prepare meals for the St. Vincent de Paul Kitchen; constructed houses locally with Habitat for Humanity; tutored children and teenagers at local learning and community centers; and visited the homebound and elderly in the community at local nursing homes and day care centers. As a part of its mission, the Shoal Center further attempts to make students aware of social justice issues. The Center helps to organize student participation in annual community events like Hunger for Justice Week and the Holy Cross Day of Service.

SERVE TRIPS

Eager to advance the idea that "communities in need" extend far beyond the King's campus, the Shoal Center additionally facilitates trips outside the area in order to perform service work and to learn more about other communities. The most notable of these trips are the alternative fall, winter, spring, and summer break service trips. During these trips, students, staff, and faculty work in cities across the United States and abroad with Holy Cross-affiliated sites and national organizations such as Habitat for Humanity. In recent years, these service trips have taken King's students to Mexico, Northeast India, Uganda, Florida, New Jersey, Phoenix, and Washington.

STUDENT AFFAIRS

Anitra McShea, Ph.D.

Vice President for Student Affairs
Rev. John J. Lane, C.S.C., House
166 North Franklin Street, First Floor
(570) 208-5875
anitramcshea@kings.edu

Megan Casey

Associate Vice President for Student Affairs and Dean of Students
Rev. John J. Lane, C.S.C., House
166 North Franklin Street, First Floor
(570) 208-5875
megancasey1475@kings.edu
https://www.kings.edu/life_at_kings/dean_of_students

MISSION

The Division of Student Affairs engages all students through transformative educational experiences in a nurturing and inclusive community. We work in collaboration with our campus partners to challenge, support, and celebrate our students. Guided by the College's Catholic, Holy Cross mission, we develop our students in body, mind, and spirit, calling them to live lives of meaning and purpose.

STUDENT HEALTH SERVICES

JoAnn Kosik, MHA, PA-C

Director, Student Health Services
Andre Hall
72 West North Street
(570) 208-5852
studenthealth@kings.edu

MISSION

King's College Student Health is committed to providing compassionate care and holistic support to promote the health and wellness of every patient.

As emerging adults, learning self-care and developing self-advocacy skills is a critical part of our students' wellness experience. We help students make healthy lifestyle choices while preparing them to be their own health advocate and informed consumer of appropriate health care services.

For many students, this is the first time that their parent or guardian is not present when they feel sick or feeling overwhelmed. Our providers are here to care for our students when their parent or guardian is not in-house so letting go is just a little easier. Student health is our passion.

We know that a student's health is critical to their success and thus work diligently and collaboratively with other departments to assure their overall well-being. Our services outside of the Student Health Center include outreach, consultation, and health focused educational programs, activities, and events. We guide and track the health requirements for the institution to assure a safe environment for all.

SERVICES

During a visit to the Student Health Center, we focus on the acute care of the medical condition with integration of the physical, psychosocial, and spiritual needs of the person. We affirm the importance of the patient in the health care decision-making process.

Services include evaluation and treatment of illness or injury; point of care testing for mono; strep throat; flu A and B; urinalysis; select prescription and over the counter medications supplied on-site; nebulizer treatments on-site; medical equipment loan program for crutches, nebulizer, humidifier, and heating pads; allergy injections per policy; tuberculosis testing; weight monitoring; and blood pressure checks.

Patient education is emphasized, and sincere effort is put forth to deliver as much care as possible to avoid unnecessary emergency room or urgent care visits. We provide convenient and frequent follow-up visits, re-evaluation when patients are not better, and phone, in-person, and telehealth monitoring by Student Health professionals.

We are an adjunct to the Counseling Center and are available to see patients with acute anxiety and panic attacks. Proper referral to outside providers is made when needed and every effort to find providers in network with the students outside insurance is made.

Student Health Center services are covered as part of the Wellness Fee assessed to all resident students. Over the counter and prescription medication ordered by our health care providers are included. The student is responsible for any additional medical expenses for services needed and rendered outside of the Student Health Center.

Commuter and off-campus students may use the Student Health Center on a fee for service basis. The fee –for service charge is added to the student’s account after services are rendered.

STAFF

The Student Health Center is staffed by a full-time registered nurse, a full-time physician assistant director, a part-time medical/administrative assistant, and per diem nurse practitioner, physician, and physician assistant. The Center is open Monday through Friday, from 8:30 a.m. to 4:30 p.m. Visits occur by appointment only by calling the Student Health Center to best meet the students’ scheduling needs.

REQUIREMENTS

College health requirements for all incoming students include a completed health history, physical examination, immunization records, and health insurance data. A professional courtesy is often extended when there is an urgent need. Any student can contact the Student Health Center for guidance on a health-related matter at any time.

All students residing in College campus housing including the residence halls, College apartments, and locations contracted by the College must demonstrate and maintain acceptable health insurance in accordance with College policy. All students participating in intercollegiate athletics, as well as international students must also provide proof of health insurance.

Resident students must receive the meningitis vaccine over the age of 16 or sign a waiver indicating they have been informed about meningococcal disease and the meningococcal vaccine and have chosen to forego immunization in accordance with Pennsylvania law.

All resident, commuter, and off-campus students are required to provide two (2) dates of immunization against measles, mumps, rubella (MMR, MMRII, ProQuad (MMRV)). Students born before January 1957 are considered immune and do not need proof of MMR immunizations.

STUDY ABROAD

Renata Evan, MA, MS, MBA
Study Abroad Coordinator
112 North Franklin Street
(570) 208-5987
renataevan@kings.edu

MISSION

The Office of Study Abroad provides international education opportunities for students and faculty that encourage global engagement, academic enrichment, and personal growth as well as support the development of knowledge, skills, and attitudes needed to live and work successfully in the global community. The Office is committed to integrating the study abroad experience into the core and major curricula through collaboration with academic departments and administrative offices.

SERVICES

The opportunity to study or intern abroad on a short-term faculty-led study abroad program or for a summer, semester, or academic year is available to students as part of their education at King’s College.

The Office of Study Abroad assists King’s College students in learning about study, service, and internship abroad. Programs are offered by King’s College faculty, through affiliated program providers, and through independent programs approved by the College. We assist students in finding study abroad programs that complement their academic goals and enhance life experiences. Opportunities include taking classes at a foreign institution, internships, field studies, laboratory research, and service learning. We help students prepare for the study abroad experience, support them while they are abroad, and reorient them to the campus upon their return.

Students considering a study abroad experience should begin the process at least one full year prior to the anticipated study abroad.

VOTER REGISTRATION

The Higher Education Act of 1998 permits all College students to register and vote in the locality they live in while attending College. You can register to vote in only one location, either at your home or at the location of your College.

All students can register via the Internet at <http://www.votespa.com>. You can find voter eligibility requirements, download voter registration forms, and other helpful information from this site. You are encouraged to vote in all elections, either here in Wilkes-Barre or at your home. To vote in the November general election, the registration deadline for Pennsylvania is early October.

According to the Commonwealth of Pennsylvania website, "Voters will be asked, but not required, to show an acceptable photo ID to vote at the polls." People who are first-time voters at a polling site "must show proof of identification. Approved forms of photo identification include Pennsylvania driver's license or PennDOT ID card, ID issued by any Commonwealth agency, ID issued by the US Government, US passport, US Armed Services ID, Student ID, or Employee ID." Student IDs must include a current expiration date. Please see web site <http://www.votespa.com> for information on voter registration, voting, and polling locations.

If you plan to vote from your district, please ensure you are registered to vote and know your polling place. If planning to vote by absentee ballot, a registration form must be requested. Your local voter registration office can provide you with the information. Alternately, there are resources available on the Internet for each state.

Academic Integrity Policy

“In the end, we will remember not the words of our enemies, but the silence of our friends.”

Martin Luther King Jr.

Brian Williams, Ph.D.
Academic Integrity Officer
(570) 208-5900 ext. 5690
brianwilliams@kings.edu

PREAMBLE

Academic integrity, why does it matter? Rules, if left unexplained, seem arbitrary. As a student, you might ask of the rules immediately following this preamble, “Why should I follow them?” An obvious answer is, “To avoid getting caught and punished.” But saying that you should follow the rules so that you don’t get into trouble doesn’t really justify why all of the dos and don’ts exist in the first place. Do these rules serve any significant purpose? This preamble suggests that they do. There are good reasons for you and your fellow students to care about the practice of academic integrity in our community at King’s College.

WHY HAVE A POLICY?

Students who are caught, say, copying text word for word off of a website commonly respond in one of two ways. The first is “I didn’t know that what I did counts as plagiarism.” This plea is true—but only in some cases. Faculty should be charitable to students, recognizing that, at least in some instances, a student needs to be taught about plagiarism, not punished for committing it. In fact, the administration and the faculty at King’s have a real and living responsibility to indicate, as clearly as possible, what expectations—for citation, for doing work independently—it places on its students. This explains in part why there is an Academic Integrity Policy. This policy states—in print, for all students to see—what the basic guidelines of academic integrity are, as well as what will happen if these guidelines are violated. The College also expects faculty—in HCE 101: The Holy Cross Experience, CORE 110: Effective Writing, class syllabi, and classroom discussions—to define, in greater detail what it means for a student to live up to the standards of academic integrity.

All this said, faculty members are not under an expectation to be naïve. Pleading ignorance is, of course, the age-old tactic of the guilty, and in some cases the claim “I didn’t know” simply isn’t plausible: “Did you really think that your theology professor, who asked you to reflect upon the works of Saint Augustine, really only wanted to see whether you have enough computer expertise to Google ‘Augustine,’ cut text from a website, and paste it into a Word document?” Not plausible. Faculty will be permitted to assume that a student who has taken Holy Cross Experience and Effective Writing has at least basic knowledge about what plagiarism is and that their knowledge of the standards of academic integrity will increase during their career at the College. This is to say that each student is expected to take responsibility for their own education, actively aiming to understand what it means to be a good student.

The second plea plagiarizing students frequently make is “I didn’t realize that copying text is such a big deal.” This preamble indicates not so much what academic integrity is than why the College thinks it matters. What follows is a brief discussion of why cheating is “such a big deal.”

IS THERE ANY LEARNING GOING ON?

The Academic Integrity Policy is intended to serve, first and foremost, the central goal of King’s College: to provide liberal arts education in the Catholic Christian tradition. As a student at King’s College, you have chosen to be a part of an academic community, a community with several commitments: first, to seek the truth, with each other, and with thinkers across the world and across human history; second, to help you, the student, become a thoughtful, well-informed person, a person who has the critical bearing and basic cultural information necessary to address difficult professional, scientific, moral, political, religious, and existential questions as they arise in the run of a normal human life; and third, to prepare you to make fruitful contributions to public life in a democratic society. To some readers, these words will sound high-minded, but this is the well-publicized mission of the College you have chosen to be a part of.

The Policy, you might notice, attempts to discourage cheating. Please realize, though, that there is so much more to being a good student—a person with academic integrity—than not cheating. If you do not read what your instructors assign, if you do not reflect carefully upon these readings, if you do not edit, and re-edit, and re-edit your written work, if you do not seek out challenging courses to take (as opposed to “easy As”), you are not going to become the well-informed and thoughtful person a liberal arts education is designed to produce.

The Policy emphasizes cheating because cheating undermines the goals of liberal learning in a particularly obvious and direct way. In cheating, little or no learning is accomplished. To engage in liberal learning is to be a part of a grand conversation over several years; a conversation that is messy, strange, difficult to sum up, and full of competing voices and ideas about so many topics. To say the very least, copying chunks of a paper off of a website—without citation and without having gone through the admittedly arduous task of trying to organize the relevant material in a natural, flowing way, to stave off objections that might occur to a sensitive reader, to levy evidence for your central thesis—isn’t taking part in this conversation, it is merely pretending to do so.

Someone might argue that students would be less inclined to cut corners if their journey through a liberal arts education were less strenuous. To minimize cheating, King's could make the road easier for students to traverse—more comforting, less challenging. The College could choose not to ask you to confront challenges to, and to defend, your most heartfelt beliefs and values. But that would be to give up far too much; it would be to give up on the high aspiration at the heart of liberal learning. Education would be less interesting, less transformative, and not worth the several years of labor and significant tuition you have decided to spend at King's.

WHAT KIND OF PERSON DO YOU WANT TO BE?

Cheating speaks to character. It's dishonest: to cheat is to turn in work that is not yours under the pretense that it is. It also raises other questions about a person's character. Does the cheater mean to say that they don't care to learn? But that signals a lack of curiosity. Is it that they think they already know everything worth knowing? But that signals a lack of humility. Is it that the cheat doesn't think they are able to do the work; that they are not up to the task of learning? But that signals a lack of self-confidence. We take it that these kinds of considerations, some of them moral, will speak to many students. There are, of course, people who do value being honest, intellectually curious, and humble. Cheating, we suggest, isn't for them—and so, maybe it isn't for you.

IS IT A VICTIMLESS CRIME?

Cheating is sometimes regarded as a victimless crime. But this simply isn't true. Cheating gives the cheater unfair advantages. They save time and energy. If the cheater hands in an assignment better than they would be able to produce by their own native ability and effort, they negatively affect the professor's evaluation of the work of other students, for faculty often, if not inevitably, make comparative judgments about the work of students, and grade accordingly. The cheater's better grade might give them future scholarship or employment advantages over other students.

Furthermore, the student who cheats puts students who do not in a bad situation. When the student who does not cheat recognizes that others do, they naturally wonder whether their good behavior has serious practical costs: "Are the cheats getting better grades than I am? Are they going to have a higher GPA? Going to be offered the job I want? Is cheating something I need to do to keep up?" In this way, one cheat becomes the parent of another. Cheating also erodes the academic reputation of our college; when the cheater, ill-prepared for their work environment, does poorly at their job, future King's students lose out in the job market. Cheating is not a victimless crime; it has effects upon the entire College community of students, staff, and faculty.

PRIDE IN YOUR DEGREE

Cheating steals away future benefits from the cheater herself. Take the long view. If you get a college degree, you should take significant pride in it. It's a real accomplishment. Of course, even if you have cheated along the way, you might well receive a degree—"the piece of paper"—at the end of your academic career—cheating, after all, is not always caught. And the degree, even if it is not deserved, might well open up tangible career opportunities for you. But if you have cheated along the way, you will not be able to see yourself as having earned either the degree or the job it leads to. Cheating thus cheapens your degree and undermines the proper pride you might otherwise feel. Doing your own work in college, then, is a way to secure for your future self a well-founded feeling of self-esteem.

There are also, we think, some rather deep reasons why it is prudent for you to submit to the rigors and demands of a liberal arts education, even though it is not easy. Cheating undermines self-confidence. A person who has subjected their own beliefs and values to scrutiny and has discovered that they have stood up to the test of reflection will naturally and properly feel confident in those views. They are "their own person," with their own views, and with the self-possession that comes with having gone through the rigors of a liberal arts education. They really are ready for much of what the world will throw at them. If you have cheated, if you have not submitted to the discomfort of hard thinking, can you be so sure you will be?

A FINAL WORD

All this said, the Academic Integrity Policy establishes minimal expectations for behavior. Student cheating will not be tolerated. As mentioned, there is so much more to being a good student than simply not cheating. A good student wants to learn; works hard; expects faculty to challenge them; respects fellow students; has passionate convictions but is open to thinking critically about them. Also, students are not the only group on campus expected to live up to the standards of academic integrity. The faculty and administration are under an obligation to take your education seriously, too. When it comes to academic integrity, we are a community; each of us has the opportunity to gain immensely from cooperation, mutual commitment, and a love of learning; and each of us has important standards—among them, standards of academic integrity—to live up to.

King's College cannot force you to care about liberal learning, and there are serious limits upon what faculty can do to inspire you to value it. The College extends the invitation; it is yours to accept, or not. You are free, that is, not to scrutinize your most cherished beliefs, to put in a half-hearted effort, so long as you receive passing grades. You are not free, however, to violate this Academic Integrity Policy without suffering the consequences described below.

PART I. THE EDUCATIVE PROCESS OF THE STUDENT

In order for the students to value academic integrity, understand its relation to ethical behavior, and learn the actions academic integrity demands of students, an educative process is required. The education in the value of academic integrity has begun

with your reading of the preamble of this policy; actions required of people with high standards of academic integrity will be laid out in Part II of this policy.

In the courses Holy Cross Experience (HCE 101) and CORE 110: Effective Writing, this educative process is continued. You will be asked to reflect on and use rules of academic integrity when writing papers, completing online tutorials, and other activities. Early in your King's matriculation and after familiarizing yourself with the content of this Academic Integrity Policy, students will be invited to sign the Academic Integrity Pledge that indicates an understanding of academic integrity and a promise to maintain high academic standards. This pledge is only a promise to maintain high academic standards; all King's College students are bound by this Academic Integrity Policy regardless of signing the pledge. This pledge will be kept in a student's file in the Office of Student Affairs.

Students who have not taken nor are required to take either HCE 101 or CORE 110, transfer and graduate students for example, will be required to read, upon registration to the College, the Academic Integrity Policy and familiarize themselves with good practices of academic integrity. Once these students have done so, they will be invited to sign the Academic Integrity Pledge.

The educative process of the student does not end with understanding the College Academic Integrity Policy and signing the Academic Integrity Pledge; course syllabi and lessons taught by faculty will further clarify and enhance the meaning of having high academic standards.

Finally, the students who need to be educated the most in the correct practice of academic integrity are those that behave in a way that calls their integrity into question. The bulk of this policy is written to deal with these specific students.

PART II. POSITIONS AND RESPONSIBILITIES

I. STUDENT

The student is responsible for being aware of and following the Academic Integrity Policy as stated in the Student Handbook; this includes completing the training in academic integrity in the Holy Cross Experience (HCE 101).

In order for faculty members to accurately perform their duty of fostering and evaluating the individual academic progress of each of their students, they need to assume laboratory reports, examinations, essays, themes, term papers, and similar requirements submitted for credit as a part of a course or in fulfillment of a college requirement are the original works of the student. Put simply, a violation of academic integrity is an action where a student tries to violate this assumption of the faculty member.

The following guidelines are intended to help students be aware of and faculty make final decisions about levels of violation and penalty concerning academic integrity. Penalties are determined by the instructor but may be appealed by the student according to the Academic Integrity Process.

A low-level violation minimally affects a student's final grade, because the assignment value and/or penalty imposed (such as lowering of a student's grade on the work in question) consist of a small portion of the overall work required for the course.

Examples of low-level violations of academic integrity are a student:

- i. looks at another student's paper during a quiz.
- ii. looks at an unauthorized electronic device (e.g., cell phone, computer) for answers during an examination.
- iii. submits an assignment (e.g., lab report, essay, take-home exam) with some passages nearly identical to another student's.
- iv. omits necessary citations.
- v. uses citations improperly.
- vi. uses exact wording from a source without quotation marks.
- vii. provides false information to seek special consideration or privilege (e.g., excused absences, postponement of an exam or due date of papers or project).

A mid-level violation substantially affects a student's final grade, because the assignment value and/or penalty imposed (such as giving the student no credit for the work in question) consist of a considerable portion of the overall work required for the course.

Examples of mid-level violations of academic integrity are a student:

- i. copies from another student during an exam.
- ii. submits the same work for one course that has already been submitted in another without the permission of all involved instructors.
- iii. submits an assignment in which several sources have not been properly cited.
- iv. submits an assignment in which several passages are similar to another student's assignment.
- v. provides false information about attending a cultural event.
- vi. receives or attempts to receive assistance not authorized in the preparation of any work.
- vii. fabricates data on experiments or sources for research.

A high-level violation results in a student receiving a grade of F in the course; this sanction cannot be circumvented by withdrawing from the course. Possible further sanctions may be determined by the Academic Integrity Officer.

Examples of high-level violations of academic integrity are a student:

- i. uses unauthorized copies of tests, answer sheets, books, notes, calculators, computers, "cheat sheets," or similar means during a quiz or exam.
- ii. provides false information (including forging signatures on relevant documentation) about completing field hours and/or internships.
- iii. submits another student's assignment as their own.
- iv. submits an assignment (e.g., lab report, essay, take-home exam) with a high degree of similarity to another student's assignment.
- v. submits an assignment (e.g., lab report, essay, take-home exam) in which significant portions of work have been plagiarized or fabricated.
- vi. obtains, without authorization of the instructor, answers from another student's assignment (e.g. exam, quiz, computer or paper).
- vii. takes or attempts to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, grade change forms, grade reports, roll books, reports.
- viii. attempts to or actually sells, gives, lends, or otherwise furnishes to another student unauthorized assistance in preparation of any work or questions or answers to any examination scheduled to be given at some subsequent date or time offered by the College.

Repeat offenses in any category of violation as monitored by the Academic Integrity Officer may also result in further sanctions.

II. FACULTY MEMBER

A crucial member of the academic integrity process is the individual faculty member. The faculty member is responsible for handling low- and mid-level violations of academic integrity as informally as possible, yet in accordance with the procedures in this policy. Faculty members should make every effort to resolve the situation individually with the student. Faculty should match the punishment to the offense and are encouraged to emphasize the instructional value of such situations over the punitive. If the faculty member believes a student committed a high-level violation of the Academic Integrity Policy, the faculty member should give the student an F for the course.

To fulfill their role of upholding academic integrity at King's College, faculty members of the College shall:

- i. Be as clear as possible in outlining what constitutes unauthorized outside assistance in a particular class or discipline. Instructors can rely on the methods described in Part I of this policy to delineate unauthorized

usage that spans many, if not all, disciplines.

- ii. Be as clear as possible in describing what citation and referencing practices are to be used for submitted work.
- iii. Honestly judge the level of the academic integrity violations that occur in their classes into **low-, mid-, or high-levels as described above in Part II.**
- iv. Use good judgment when assigning sanctions to academic integrity violations.
- v. Make a reasonable attempt to discuss with a violating student both the sanction given and the reason the student violated the rule.
- vi. Submit an Academic Integrity Report to the Academic Integrity Officer (see Part III of this policy) in all but the most minor cases of academic dishonesty indicating the violation, the sanction, the level of the infraction, and reason(s) for assigning the level in order to respect the adherence of the rest of the student body to the Academic Integrity Policy.
- vii. Keep all evidence regarding student infractions in a place that will maintain the confidentiality of the student.
- viii. Engage in practices that minimize the opportunities for students to engage in practices that violate the Academic Integrity Policy. An example would be to proctor online exams.

III. ACADEMIC INTEGRITY OFFICER

The Academic Integrity Officer (AIO) will be a tenured professor or promoted professional specialist faculty member appointed for a period of two (2) years. A faculty member will be nominated for this position by the faculty, and this nominee will be confirmed by the Associate Vice President for Academic Affairs/Dean of Arts and Sciences with input from the Vice President for Academic Affairs. The AIO's responsibilities include:

- i. Making sure the Academic Integrity Pledge signed by every King's College student is filed with the Associate Vice President for Student Affairs/Dean of the Students.
- ii. Filing and monitoring all academic infractions and requesting a meeting with any student who receives a compilation of infractions. The infractions that necessitate a meeting between the student and AIO include:
 - Any three low-level violations throughout a student's career at King's College
 - Any two mid-level violations throughout a student's career at King's College
 - Any high-level violation
- iii. Serving as advisor and consultant for faculty on issues of academic integrity. The AIO will maintain examples of academic integrity violations and different levels of sanctions given that may be used by faculty when considering sanctions. These examples are to be used for reference and clarification. The faculty consulting role of the AIO may involve asking a faculty or staff member for clarification of a submitted Academic Integrity Report or a clarification regarding a failure to submit an Academic Integrity Report.
- iv. Placing students whose actions imply a blatant disregard for the College's Academic Integrity Policy into the College Student Conduct System. These actions may be either 1) a single high-level violation of the Academic Integrity Policy or 2) a compilation of many violations of the Academic Integrity Policy. If a student is placed into the College Student Conduct System due to a compilation of many non-major violations, the AIO must compile the relevant individual violations into a single high-level violation. For the details of the workings of the College Student Conduct System, please see that policy. In brief, the AIO can find a student in violation or not in violation of a high-level violation of the Academic Integrity policy and, if found in violation, be subjected to one of the following sanctions:
 - Academic integrity probation
 - Suspension from the College
 - Dismissal from the College
- v. The student can appeal this verdict with a hearing and decide if the hearing and possible re-sanctioning will be conducted solely by an Administrative Hearing or by the College Student Conduct Panel. In either case, the student can be found in violation or not in violation and, if found in violation the sanction cannot be more severe than the original sanction. The verdict of either the administrative or student conduct

disposition can be appealed to the Vice President for Academic Affairs.

- vi. Investigating claims of students regarding another student violating the Academic Integrity Policy of the College.
- vii. Placing a copy of all Academic Integrity Reports in a student's official file in the Office of Student Affairs.
- viii. Conferring with the Associate Vice President for Student Affairs/Dean of Students about students who violate both the Academic Integrity Policy and Student Conduct Code of King's College.
- ix. In the event that the faculty member accusing a student of violating an academic integrity rule is the AIO:

The Associate Vice President for Academic Affairs/Dean of Arts and Sciences will appoint a designee to meet with the student (see AIO responsibility #ii).

The Associate Vice President for Academic Affairs/Dean of Arts and Sciences will appoint themselves or a designee to serve as AIO if the student is referred to the College Student Conduct System by the AIO designee.

IV. ACADEMIC INTEGRITY HEARING BOARD

See College Student Conduct Process. This is the board made up of three students and two faculty members that hears serious cases of violations of academic integrity if the student decides on Judiciary Disposition of their case. Students and faculty members will be appointed to the Academic Integrity Hearing Board on a rotating order from the Student Judiciary and Faculty Judiciary, respectively provided there is no conflict of interest.

V. ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF ARTS AND SCIENCES

The Associate Vice President for Academic Affairs (AVPAA) confirms the Faculty AIO nominee, with input from the Vice President for Academic Affairs.

VI. VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs (VPAA) is responsible for giving the AVPAA input in confirming the AIO. The VPAA also provides for the highest level of appeal in the Academic Integrity Process regarding sanctions for high-level violations of the Academic Integrity Policy. The VPAA may interview any person who might have a bearing on the case. The decision of the VPAA will be sent to the AIO, the faculty member, and the student. The VPAA also selects members of the Faculty Judiciary. Finally, the VPAA is responsible for providing resources to train the AIO in the completion of their duties.

VII. OFFICIAL STUDENT ADVISOR

Once a student enters into the Academic Integrity Process, they may choose a member of the faculty or staff to act as their official advisor. Students can, of course, informally seek advice from any faculty or staff member for dealing with the AIO, Administrative Hearing Officer, Student Conduct Board, or a sanctioning staff or faculty member.

PART III. FILING AND MONITORING OF STUDENT VIOLATIONS

Faculty should submit an Academic Integrity Report to the Academic Integrity Officer (AIO) in all but the most minor cases of academic dishonesty. On the form, the instructor describes the violation, the sanction, the level of the infraction, and reason(s) for assigning the level. A place on this form is reserved for a student to agree or disagree with the information, but a student's signature is not required for submission. These forms are kept in a secure file in the AIO's office.

The AIO will set up a meeting with the student to discuss their infractions. Failure to meet with the AIO can be interpreted as reason for further sanctions by the AIO. The AIO will also place a copy of all Academic Integrity Reports in a student's file in the Office of Student Affairs; a student's file will serve as the official repository for non-registrar student records to be reported out for official requests.

If the AIO believes enough violations are in the student's record to imply a blatant disregard for the College's Academic Integrity Policy, the AIO will meet with the student to discuss the imposition of sanctions described in Part II, Item IV. During this meeting, the student officially entered the College Student Conduct System. The results of this meeting (or any hearing requested for appeal) are placed into a student's Registrar file.

**THE ACADEMIC INTEGRITY REPORTS OF AN INDIVIDUAL STUDENT WILL BE EXPUNGED FOUR (4) YEARS AFTER GRADUATION OR AFTER SEPARATION FROM THE COLLEGE.
KING’S COLLEGE ACADEMIC INTEGRITY PLEDGE**

The mission of King’s College is to provide students with a broad-based liberal education in the Catholic tradition, to offer intellectual, moral, and spiritual preparation for satisfying and purposeful lives, and to develop mutually beneficial and cooperative ties to the wider society.

In light of this mission and motivated by a deep concern for the welfare of its students, King’s College expects its students to observe, both on and off campus, the conventional standards that are derived from the Judeo-Christian-Catholic tradition, which are in accord with the sound reasoning of traditional philosophy and have been respected by countless persons of good will, regardless of their religious beliefs. The College finds that some of these standards of behavior need to be articulated explicitly. These are set forth in the College’s Academic Integrity Policy. The College is convinced that these standards are in the best interest of individuals and the entire King’s community. They are meant to make King’s a just and orderly place where students strive to realize ideals that are at the same time humane and Christian.

It should be noted that the norms presented in the College’s Academic Integrity Policy are minimum standards of behavior. As educated individuals, however, students are expected to endeavor to exceed the minimum.

Offenders of the Academic Integrity Policy will be dealt with patiently and personally, more to help and correct than to punish. The process of imposing sanctions is always intended to be educational and animated by an unconditional concern for students.

As a King’s College student, I acknowledge that I have read and understand the College’s Academic Integrity Policy. Further, I pledge to value my education and the integrity of our College community. I promise to maintain high academic standards in my own work and interaction with others, and I expect the same high standards from every other member of our academic community.

Signature

Print Name

KING'S COLLEGE ACADEMIC INTEGRITY FACULTY REPORT

This report documents the alleged violation of the Academic Integrity Policy of the College as published in the Student Handbook.

Student's Name	_____	ID Number	_____
Faculty's Name	_____	Faculty Signature	_____
Course	_____	Date	_____

FACULTY ASSESSMENT

Faculty member's assessment of the severity of the violation (select one):

- Low-level Violation:** Minimally affects a student's final grade, because the assignment value and/or penalty imposed (such as lowering of a student's grade on the work in question) consist of a small portion of the overall work required for the course.

- Mid-level Violation:** Substantially affects a student's final grade, because the assignment value and/or penalty imposed (such as giving the student no credit for the work in question) consist of a considerable portion of the overall work required for the course.

- High-level Violation:** Results in a student receiving a grade of F in the course; this sanction cannot be circumvented by withdrawing from the course. Possible further sanctions may be determined by the Academic Integrity Officer.

SUMMARY OF THE VIOLATION

Include, in addition to describing the violation, the date of violation, and reason(s) for severity selected above.

SANCTION ISSUED

STUDENT SECTION

I am aware of my rights with the College Student Conduct System, including the right to a hearing by the Academic Integrity Officer or the Academic Integrity Hearing Board.

- I admit to violating the Academic Integrity Policy as stated above and accept the above sanction issued by the faculty member.
- I admit to violating the Academic Integrity Policy as stated above, but I do not accept the above sanction issued by the faculty member.
- I do not admit to violating the Academic Integrity Policy as stated above, and I do not accept the above sanction issued by the faculty member.
- I do not admit to violating the Academic Integrity Policy as stated above, but I do accept the above sanction issued by the faculty member.

Student's Signature

Date

Office of Campus Activities

“Our zeal is always guided by charity. Everything is done with strength and gentleness.”

Moreau

CAMPUS ACTIVITIES

Sean Cryan

Director of Campus Activities and New Student Orientation
Sheehy-Farmer Campus Center, First Floor
Campus Activities Suite
(570) 208-5802
campusactivities@kings.edu

MISSION

The Office of Campus Activities at King's College offers a variety of experiences and opportunities that enhance the overall quality of life among all members of the College community. Campus Activities relies on the Holy Cross tradition as a guide for interaction among students, staff, faculty, and members of the local community. By providing a rich variety of experiences, Campus Activities assists in the development of social vitality within the College community.

To achieve its mission, the Office staff, along with The King's Programming Board, will:

- strive to provide a wide variety of events for resident and commuter students at the College.
- collaborate with departments across campus for involvement with events for support and/or direct participation.
- provide quality social events on weekends during the fall and spring semesters.
- assist clubs, organizations, and the Student Government Association on policies and procedures to be an effective and active group on campus.

SERVICES AND STAFF

The Office of Campus Activities, in collaboration with student leaders, develops social programs for full time undergraduate students, provides a transition to campus life through the New Student Orientation Program, and empowers student leaders. The Office is staffed with the Director of Campus Activities and New Student Orientation and Coordinator for Campus Activities and Commuter Life. Both the director and coordinator work with student groups on campus to advise them on the planning of events, fundraisers, and other group functions. This includes working with the Student Government Association and class officers. Every effort is made to have a wide variety of events for resident, off campus, and commuter students at the College.

The Director of Campus Activities has the responsibility and authority to oversee the programs, services offered by the Campus Activities Office, Student Government, the classes, clubs, and organizations.

KING'S COLLEGE PROGRAMMING BOARD

King's College Programming Board (KPB) helps to develop social programming for the College. Members of KPB assist in the planning, development, and implementation of social and recreational activities for the King's College community. The programming board consists of different committees: Live Entertainment, Excursions, Special Events, and Local Events. Members hold regular office hours in the Campus Activities suite. In addition to committee chairpersons, there are liaisons and assistants who serve on the programming board. By becoming involved, students enhance their organizational, programming, time-management, and communication skills while having fun.

STUDENT CLUBS AND ORGANIZATIONS

The Student Affairs Division is primarily responsible for the co-curriculum of the College. This division, along with related offices, formulates policy and provides experiences and services to enhance the campus environment. Student involvement in formulating the co-curriculum is essential.

Student Government serves as the primary voice of students in College governance. Students affect governance through participation in various committees within Student Affairs or the Academic Affairs divisions of the College.

King's recognizes that involvement in student clubs and organizations is an important part of a student's educational experience. There are a large number of organizations to support academic, social, and special interests. These provide students with opportunities for leadership, diversified recreation, and the development of special abilities and skills. The September Activities Fair provides an opportunity to become involved in these groups.

STUDENT GOVERNMENT

2024-25 Student Government Executive Board

Nathaniel Cook, President
Jayline Cruz, Vice President
Reagan Rittenhouse, Secretary
Matthew Prudente, Treasurer

Sheehy-Farmer Campus Center
Campus Activities, Suite 103A
(570) 208-5857
studentgovt@kings.edu

MISSION

The King's College Student Government Association (KC-SGA) represents the undergraduate student body at King's College, promoting campus-wide student leadership and supporting all projects and initiatives in the best interest of its constituents. KC-SGA and its members pursue excellence by upholding academic, personal, and ethical integrity. We celebrate all students by creating inclusive, collaborative, and engaging opportunities with the King's College community while enhancing professional and transformational growth.

STRUCTURE

The SGA consists of a General Board. The General Board is made up of an Executive Board, an Executive Cabinet, four Class Boards, and Liaisons. The Executive Board consists of an elected President, Vice President, Secretary, and a Treasurer. The Executive Cabinet consists of a Chief of Student Government Affairs, Coordinator of Clubs and Organizations, Coordinator of Student Life and Public Relations, and two (2) General Student Representatives appointed by the General Board. Each Class Board has an elected President, Vice-President, Secretary, and Treasurer, as well as four (4) Representatives. The General Board also includes Liaisons that facilitate communication between the SGA and King's College administration, various College offices and departments, and the community at large. The SGA has two advisors, chosen each year by the Executive Board, who are full-time faculty, staff, or administrators.

The SGA meets on a bi-weekly basis throughout the fall and spring semesters. All members of the student community are welcome and strongly encouraged to attend. SGA supports the student community and greatly benefits from the continual input of the student body.

SERVICE

The King's College Student Government Association exists to serve the needs and objectives of the College's student body, addressing campus and community issues.

It is the duty and responsibility of the SGA to foster unity among students with faculty, staff, and the administration. As such, the SGA considers proposals introduced by any student or authorized student group and submits such proposals to the administration through appropriate channels. The SGA equitably distributes funds from its annual fiscal budget to recognized and qualified student groups through its Grant Allocation Program. It is the responsibility of the SGA to ensure that such funds are spent in the best interests of the student body.

Students can get involved in SGA by attending any SGA General Board meeting. Additionally, SGA will call for first-year class board elections during the fall semester. Students may follow the elections protocols set by the SGA Constitution to run for an established class board position.

STUDENT CLUBS & ORGANIZATIONS

For a complete list of student organizations and clubs, please visit the Clubs and Organizations webpage: kings.edu/life at kings.edu/activities/clubs and kings.edu/organizations. You can also contact the Office of Campus Activities Office in the Sheehy-Farmer Campus Center at (570) 208-5802 or campusactivities@kings.edu. The College's Student Media Organizations are listed below.

THE CROWN

Sheehy-Farmer Campus Center, Sikorski Media Suite
(570) 208-5900, ext. 5659

The Crown, the College's weekly newspaper, has been published for and by the students since 1946. The newspaper serves to inform the campus of events and issues that affect students, faculty, administration, and the surrounding community. It is a comprehensive eight-page publication with sections including news, features, editorials, health, entertainment, and sports. In addition to the print component, *The Crown* has a website that is updated regularly with exclusive multimedia content.

Positions on *The Crown* staff are open to all students, regardless of major. Students may get involved as staff writers, photographers, videographers, or graphic designers. Staff positions are also available including Editor-In-Chief, Assistant Editor-In-Chief, Managing Editor, Layout Editor, Copy Editor, and Section Editors.

THE REGIS

**Sheehy-Farmer Campus Center, Sikorski Media Suite
(570) 208-5900, ext. 5658**

Regis is the College yearbook. The staff consists of an advisor and editors (editors-in-chief, writing editors, layout and design editors, and photography editors). Participation is open to students who are interested in capturing the memories, historical events, and everyday activities of the current academic year in photography, prose, and design.

THE SCOP

**Sheehy-Farmer Campus Center, Sikorski Media Suite
(570) 208-5900, ext. 5477**

The Scop (pronounced Shope) is a student organization that promotes fine arts on campus. The publication serves as a showplace for the prose, poetry, photography, and artwork of King's students, faculty, staff, and alumni. Two student co-editors oversee the magazine and organization members produce it at least once a year. All students with an interest in the fine arts are encouraged to join The Scop staff or submit works to be considered for publication.

WRKC (THE COLLEGE RADIO STATION)

**Sheehy-Farmer Campus Center, Lower Level
(570) 208-5821**

WRKC, the College's award-winning radio station, provides programming year-round. Broadcast at 88.5 FM, WRKC airs new and independent music to the Wilkes-Barre area as well as to the online listening community. Students can hold various positions including Station Manager, Program Director, Music Director, News Director, and Sports Director or simply be a DJ, News Reporter, or Sports Broadcaster. WRKC is open to all majors. The radio station provides a valuable service to the local community 365 days a year through the Radio Home Visitor program, which broadcasts national and local news, along with local interest stories, for the blind and home bound.

REGISTRATION OF STUDENT ORGANIZATIONS

All student organizations must register with the Office of Campus Activities to be a recognized organization at King's College. This allows a group to have a College advisor, use College facilities, meeting rooms, club mailboxes, College Business Office accounts, publicize events, receive funding from Student Government, participate in activities, and be included in all mailings to student organizations.

Formation of New Student Groups

1. Student(s) who want to start a new organization on campus should fill out the New Club Request Form. Students will need to draft and submit a club constitution for later approval by its members, identify a willing club advisor, and provide a list of interested members when requesting new club approvals.
2. Students are encouraged to utilize the Club Constitution Template provided by campus activities. The constitution should include the organization's name, statement of purpose, criteria for membership, and the organization's procedures. This constitution contains the procedures and guidelines that allow an organization to function effectively.
3. All student organizations and clubs operate in a manner consistent with values of a Catholic and Holy Cross institution and the mission of the college, to obtain and maintain registration.
4. The newly formed or activated organization is required to submit the name of the college advisor selected from the faculty, staff, or administration of the College.
5. The Student Government Executive Board reviews submissions for registration and recommends approval or rejection of the club or organization.
6. All student clubs and organizations are required to deposit their funds in the College Business Office. External accounts are strictly prohibited.
7. New clubs under review will be required to present the desired club's mission, values, and purpose in front of the Student Government General Board.
8. Student clubs and organizations may not be affiliated with any organization external to the College without the permission of the Student Affairs Leadership Team. The external organization mission, values, publications, resources, social media

website, etc. content must meet the College's mission, values, and nondiscrimination policies. College funds including Student Government funds may not be used to pay any membership fee or other fees to an external organization.

9. All new clubs approved by the Student Government General Board are subject to review by the Student Affairs Leadership Team.

REGISTRATION WITH CAMPUS ACTIVITIES

Organizations who are not registered with the Office of Campus Activities are deemed inactive. To gain registration after being inactive, the organization will be required to complete the new club/organization registration process with the Office of Campus Activities. When organizations are inactive, they may not use the College name, facilities, Business Office account, or other privileges of a registered organization. If the organization is not registered for a period of 12 months as determined by the Director of Campus Activities, their College Business Office account will be closed and funds will be transferred to Campus Activities to fund general student activities.

REGISTRATION WITH STUDENT GOVERNMENT

All student organizations by virtue of their registration through the Office of Campus Activities shall be considered registered with the Student Government Association (SGA). All student organizations—defined as a class board, club, or association—are to comply with the following criteria to maintain their “active” designation as student organization:

1. The organization shall not discriminate on the basis of race, color, religion (creed), gender, gender identity, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities, operations, or membership criteria.
2. Any organization formed to exclusively serve one gender must have another organization recognized as its counterpart by King's College to be considered eligible to receive grants from the SGA.
3. The organization must be registered with the Office of Campus Activities.
4. The organization must adhere to all policies, regulations, guidelines, and procedures of King's College.
5. The organization must have elected officers.
6. The organization must have and adhere to an up-to-date constitution, approved by its members. The constitution should include the organization's name, statement of purpose, criteria for membership, and the organization's procedures. This constitution contains the procedures and guidelines that allow an organization to function effectively.
7. The organization must have an advisor chosen from College faculty, staff, or administration and approved by the Office of Campus Activities.
8. The organization may not require any initiation rite that is contrary to College policy.
9. Hazing is strictly prohibited.
10. The organization must successfully pass a financial audit by the SGA.
11. The organization must abide by all policies set forth in the Policies and Procedures for Student Organizations manual that is published annually by the SGA in consultation with the Office of Campus Activities.

ADVISOR RESPONSIBILITIES

The Office of Campus Activities collaborates with student leaders and advisors from the faculty and administration to plan and implement student activities. The advisor plays a significant role in student development by being a consultant, associate, and an interpreter of College tradition. The advisor consults frequently with staff members from Campus Activities who act as a resource and clearinghouse for activities and programs. The advisor's role is to make certain student leaders are aware of and understand College policies, procedures, and guidelines pertaining to classes, clubs, or organizations.

The advisor is appointed by the Director of Campus Activities in consultation with the Associate Vice President for Student Affairs and Dean of Students or designee. Advisors are appointed for one academic year. New officers for the SGA, classes clubs, and organizations provide recommendations for an advisor to the Director of Campus Activities by May 10 each year.

1. Review carefully the organization's constitution with the student organizational leaders in the beginning of the academic year to inform everyone involved of the operating rules for the organization. The constitution should always be up to date.
2. Regularly assist student leaders in planning and implementing programs and activities for the academic year.

3. Communicate on a regular basis with the Director of Campus Activities, who has overall responsibility for the College Advisor program. Class Advisors work closely with the Coordinator of Campus Activities for the programming and planning of class social events.
4. Remind student leaders of their responsibility to inform the Office of Campus Activities of dates and major details of any class, club, or organization events.
5. Review with student leaders procedures for reserving campus facilities through the conference and events office.
6. Ensure that The Student Handbook policy for contractual arrangements for student organization-sponsored events is followed.
7. Ensure students operate within the budget and financial resources of the class, club, organization, or Student Government Association. Each month, the Business Office sends the advisor and each class, club, or organization treasurer a budget status report. Follow guidelines issued by the SGA Chief Financial Officer concerning withdrawal of money from student organization accounts in the Business Office. This includes procedures for applying to use SGA funds. Student government conducts periodic audits with the Accounting Association throughout the academic year.
8. Make certain SGA and Campus Activities approve orders before they are processed.
9. Ensure that organizations annually renew their registration with the Office of Campus Activities by April 30 of each academic year. Send information concerning the re-registration process to the current president in late February.

CONTRACTS FOR STUDENT-SPONSORED EVENTS

It is the responsibility of the organization's advisor, not the student leader, to negotiate verbally the terms of a contractual arrangement. This includes, but is not limited to, performers, agents for performers, DJs, bands, promoters, bus companies, or hotel personnel. The advisor will determine if the terms of the proposed contractual arrangement are agreeable after verifying the information with the student leaders representing the class, club, or organization.

Contracts are issued directly to the advisor, not to students. Therefore, the advisor is the only person who may place an entertainer or activity on hold. The advisor is to inform the vendor that a contract does not exist unless accepted and signed by the Vice President for Business Affairs or designee. The name of the Vice President for Business Affairs must be indicated on the contract for signature. The Vice President is the only authorized person in the College to sign contracts.

When the advisor receives the contract, they must review it and forward all riders (i.e., technical requirements, special needs) to the appropriate departments for approval.

After review of the contract and riders, it is the responsibility of the advisor to forward these items to the Vice President for Business Affairs for review and final approval.

APPROVAL OF EXPENSES

Student organizations funded through College budgets must obtain the approval of their advisor and that of the Associate Vice President for Student Affairs and Dean of Students or designee for any expenses. The Business Office will not process check requests, petty cash slips, use of the College credit card, or purchase orders without the signature of both the advisor and Associate Vice President for Student Affairs and Dean of Students or designee. Student clubs funded through fundraising or Student Government Association allocation processes must have the signature of their advisor.

ORGANIZATION TRAVEL

The organization officers, advisor, and the Director of Campus Activities must approve all travel sponsored by any student organization prior to any arrangements being made for the trip. Prior to the announcement of a trip, organizers must provide details concerning transportation, housing arrangements for overnight trips, activities, costs, purpose, advertising, and other information requested by the advisor or Director of Campus Activities. This must occur prior to any contracts, advertising, sale of tickets, or sign-up for a trip.

When members of a class, club, or organization want to sponsor or plan a trip, the student officers and the College advisor must work collaboratively in the planning stages. The College advisor negotiates, approves, and concludes any necessary contractual agreements as the planning progresses. All written contracts approved by the College advisor must then be reviewed and accepted or rejected by the Vice President for Business Affairs. The College advisor will inform the Director of Campus Activities of the proposed trip.

After the approval process, and after contractual arrangements are completed, the College advisor(s) of the class, club, or organization sponsoring the trip must inform the Director of Campus Activities of all the confirmed specifics regarding the trip. Below is a list of this expected information, which must be submitted in writing at least two (2) business days prior to leaving on the trip.

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- Definitive departure and return dates
- Means of transportation
- Time and location of departure and return
- Completed responsibility forms that include names and emergency phone numbers of students and College advisors going on the trip (responsibility forms available from the Campus Activities Suite)
- If overnight, the location and phone number of the hotel accommodations for all students and advisors

SOLICITATION POLICY

Please refer to the **Non-Solicitation Policy** for guidance on soliciting for student organizations.

Office of Residence Life

“If at times you have a preference for certain people, it should be for the poor, the abandoned, the most in need of education, those who have less than everyone else. It is a matter of justice to give more to those who have received less.”

Christian Education – Moreau

Steven Matusiewicz

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MISSION

The Office of Residence Life develops and maintains the residential housing program at King's College. We hold the conviction that learning transcends the formal environment of the classroom and is enhanced when students actively participate in and contribute to all aspects of life within the college community. Guided by the words of Fr. James Connerton, C.S.C., founding president of King's College, who stated that "King's teaches students not only how to make a living, but how to live," we strive to facilitate both the personal and academic development of our students.

As such, we are committed to:

- Supporting and extend the mission and Catholic/Holy Cross identities of King's through our trained staff members who foster floor communities of interpersonal interactions and mutual accountability.
- Providing a safe, healthy environment that allows all students, regardless of race, national or ethnic origin, religion, gender, marital status, sexual orientation, age or ability, the opportunity to grow and develop intellectually, morally, spiritually, and socially.
- Promoting an atmosphere of participation and inclusion, so that all students may experience the full value of a King's education.

RESIDENCE LIFE STAFF

- **Director of Housing and Residence Life:** The Director is responsible for the overall operation of the College's Residence Life program and is concerned with the environment in which students live, their safety, their personal growth, and the operation of the residence halls. The Director also serves as a student conduct hearing officer and as a Title IX hearing officer.
- **Assistant Director of Residence Education:** The Assistant Director is responsible for the management of residence life and the direct supervision of the Resident Assistants, as well as the development of the residential curriculum. The Assistant Director is responsible for planning and implementing the housing lottery process, as well as staff training opportunities.
- **Resident Counselors/Religious in Residence:** Resident Counselors are non-student adults. They serve as role models and members of the resident community. They are available to students for personal assistance, advice, and support whenever needed.
- **Resident Assistants:** Resident Assistants are paraprofessional members of the Residence Life Staff. They are upper-class students chosen for their strength of character and leadership abilities and assist in managing and facilitating the Residence Life program.

RESIDENCY REQUIREMENT

All first-year and sophomore students who do not reside within commuting distance (within 45 miles of campus) and who are under 21 years of age are required to live in College housing. A commuter student is defined as a student who resides in the permanent home of their parents or legal guardian, or in the home of a close relative (who is not a student and is at least 30 years of age), and who commutes to classes each day. A commuter may not reside more than 45 driving miles from home to the campus.

Junior students who have completed at least 57 credit hours and maintain a minimum 2.5 GPA may reside off campus. Senior students may reside off campus if they have earned 87 credit hours, but no cumulative grade point average is required. At the

time they move off campus, students who are 21 years of age, married, or are the primary caregiver residing with their children, are exempt from the residency requirement (documentation required).

There are no exceptions due to financial need or other considerations. All undergraduate students (regardless of if a student is currently a commuter or resident or new or transfer student) must meet the College's residency requirement and receive permission to live off campus by completing an off-campus request form at the Office of Residence Life. Residence Life will review the request and check the student's earned credit hours and cumulative grade point average. The student will be notified in writing if they are approved to live off campus. Students are not to sign a lease or make any agreement to live off campus prior to receiving the written notification of approval.

A signed contract, a completed housing packet, and a \$150 damage deposit are required. The \$150 damage deposit stays with the student until they graduate or change their residency status.

Resident students must attend classes and be enrolled as a full-time, undergraduate or graduate student, or receive permission from the Director of Housing and Residence Life to reside in any residential space provided by the College. Students who drop below the 12-credit mark at any point in the semester will need written permission from the Director of Housing and Residence Life to continue living on campus. Junior and senior students may live off-campus with the permission of the Office of Residence Life, provided they meet the requirements listed above. All graduate students who live on campus must be registered for a full-time course load. Students enrolled in certificate and non-degree seeking programs will only be provided housing as availability permits.

REQUEST FOR STUDENT LIVING WITH A CLOSE RELATIVE

When a student is living with a close relative (grandparent, sibling, aunt, or uncle) other than their parents or legal guardian over the age of 30 they must demonstrate the following:

1. the relative has lived at the address as their permanent residence for at least one calendar year prior to the request being submitted
2. the relative will live fulltime with the student
3. the student must provide significant documentation of the family relationship
4. the relative must provide a letter assuming responsibility for the student
5. the student must change their permanent address to their residence as a commuter.

Other King's College students, unless a child of the adult relative, are not permitted to live in the same dwelling. Providing false information will result in disciplinary action and being charged for room and board for an academic year. The same process will apply to students when a parent or guardian has moved from outside of 45 miles to the local area.

SINGLE ROOMS

There are a limited number of single rooms available; applications may be completed with the Office of Residence Life. King's grants seniors and juniors priority regarding single rooms. The College makes assignments according to seniority on a first-come, first-served basis. King's does not guarantee single rooms. Decisions to approve single room requests will not be made until August. Single rooms come with an additional charge that is added to their student account each semester

ROOMMATES AND CONSOLIDATION

Students living in Esseff and Holy Cross Halls are expected to have a roommate, except in circumstances that require a single room (i.e., a medical need). If a student's roommate moves out before or during a semester, the student will work with the appropriate Residence Life staff member to find a new roommate within five (5) days. If a single room is available, students may be given the option to pay for a single room. Students who refuse to attempt to find a new roommate through the consolidation process will automatically be charged a single room fee.

STUDENT RESPONSIBILITY

Students are responsible for the behavior of their guests while on campus or at College events held off campus. This responsibility includes behavior that occurs in residence hall rooms and College apartments. If a College regulation is violated in the residence hall room or College apartment, the residents of that room or apartment will be held responsible. Students should not allow other persons to use or access their room or apartment when they are not present. Residents are to lock their rooms or apartments when they are not in the rooms or apartments and/or when sleeping. Please refer to the **Campus Safety and Security** section for more guidance on safety in college housing.

LIABILITY

The College is not responsible for student property damaged or stolen on campus for any reason. Students are encouraged to keep their residence hall rooms locked at all times. King's issues each student a room key. Students are responsible for locking their rooms and reporting any problems with their keys or locks to the Office of Residence Life. Students are strongly encouraged to have individual insurance for property loss due to theft or fire. Some parents' homeowner policies may cover student property while at college. It is the student's responsibility to verify if this is the case. Insurance for loss due to theft or fire is available from various companies for students living in a residence hall. The College does not have any insurance policy for a student's individual property loss. Keep in mind, the Office of Residence Life reserves the right to use student rooms for housing individuals during holidays and break periods.

TEMPORARY HOUSING DUE TO EXTENUATING CIRCUMSTANCE

On occasion, a student may require temporary housing due to extenuating circumstance (e.g., damage to off-campus housing due to fire, water damage, or poor housing conditions resulting in eviction). In cases where an extenuating circumstance exists, King's College may provide housing for a student with the following conditions:

1. King's provides housing in beds that are vacant at no cost to the student, if provided on campus. Housing will most likely be with another student who currently resides in the room unless a vacant room is available that is not set aside for other purposes. The Director of Housing and Residence Life or designee will determine the bed assignment.
2. The College will only provide temporary housing for a maximum of seven consecutive nights. After the seventh night, the student agrees to pay the housing rate set by the College for the space they are occupying. King's charges this rate on a weekly basis, prorated from the semester rate. The student will be required to sign a housing contract after the seventh consecutive night.
3. The student is responsible for all meal costs while residing in temporary housing. After the seventh day, the College will charge the student for a meal plan required of resident students, prorated on a weekly basis.
4. The student is responsible for paying for all damages assessed to the room and shared living area while in temporary housing.
5. The student is responsible for returning all key(s). Lost keys will result in the student paying for the re-coring of the room, exterior doors, or for other keys issued.
6. The student is responsible for returning all linens issued to them for the room at the time they vacate College housing.
7. The student agrees to adhere to all College policies that apply to the residence space they occupy including, but not limited to, visitation, residence hall access, alcohol and drugs, pets, and weapons. College regulations and policies are published in the Student Handbook, College Catalogue, housing contract, and related materials.
8. King's reserves the right to discontinue temporary housing arrangements if the Director of Housing and Residence Life or designee determines that the student is not adhering to College policies for on-campus housing, or if the student is disruptive to the living environment.
9. King's College defines 'students' as people who are registered and attending class on a full-time basis. A person not currently enrolled is ineligible for temporary housing.

If no beds are available on campus or the student chooses not to accept an available bed offered to them, the Office of Residence Life will assist the student in obtaining emergency housing at one of the local hotels. The student will pay the hotel directly for the cost of the room and all other fees. The student will be responsible for their own transportation to and from the hotel and all meal costs.

CANCELLATION OF CONTRACT

RESIDENCE HALLS

First years and sophomores must reside on campus in College housing or commute from the permanent residence of their parents or guardians located within 45 miles of campus, as required. As such, first-year students and sophomores may not cancel their housing contracts in Esseff, Holy Cross, or Luksic Halls. It is a violation of the College housing requirement for any first-year or sophomore student to live off campus in a location other than the residence of a parent or guardian. Students found in such violation will be assessed full room and board costs for the entire academic year.

Housing contracts span the academic year. Contracts cancelled prior to July 1 will result in loss of the damage deposit. Residents who cancel their annual housing contracts after July 1 will pay a cancellation penalty of 15% of the annual room rate plus loss of the room damage deposit. Students must cancel second-semester housing contracts before November 15, or forfeiture of the deposit applies. Cancellations after that date will result in forfeiture of the deposit plus a payment of 15% of the second semester housing fee. Resident students may not cancel their housing contracts after the start of classes for the current semester.

APARTMENTS

Ryan Hall (formerly Alumni Hall), Flood Hall, O'Hara Hall, and the Alley Center for Health Sciences are apartments for upper class and graduate students. Regarding the issuing of housing contracts, King's gives preference to juniors and seniors. Students who wish to live in these apartments must enter a lottery process with their desired apartment-mates early in the spring semester. Students who are awarded an apartment must sign their apartment contract by the date set by the Office of Residence Life. If a group that has been awarded an apartment loses a person new to the College apartment, they must

replace that person with a person of the same class year or higher within five (5) days of notification. The Office of Residence Life issues the regulations and procedures for renewal of the contract and the lottery.

Any cancellation of Ryan, Flood, Alley Center for Health Sciences, or O'Hara Hall contracts prior to August 1 will result in a charge of 30% of the annual rent paid per student, plus loss of the damage deposit. Cancellation after July 31 will result in an assessment of the apartment rent for both semesters. A cancellation from the fall to spring semester will result in a cancellation penalty of 30% of the second semester room rate, plus loss of deposit. This penalty does not apply when a student must break a housing contract due to graduation, dismissal from the College, studying abroad, or internships or student teaching at locations of more than 50 miles from campus. In such situations, students forfeit the security deposit. The lessor reserves the right to fill vacant space with any lessee. Current residents may fill vacancies with an individual of their own choosing, providing all parties agree and the lessor grants permission.

ARRIVAL AND DEPARTURE

Students who do not arrive by the first day of classes forfeit their damage deposit unless they notify the Director of Housing and Residence Life in advance. Students must depart from the residence hall within 24 hours of their last final exam, but no later than 6 p.m. on the last day final exams are scheduled, unless they are graduating. Graduating seniors must vacate by 12 p.m. the day after Commencement.

TERMINATION

The College reserves the right to terminate a student's housing contract if the student is disruptive to the community.

ACCESS TO RESIDENTIAL BUILDINGS

Residential living areas may be accessed during the normal visitation hours listed below:

ESSEFF, HOLY CROSS, AND LUKSIC HALLS VISITATION HOURS	
Sunday through Thursday	10 a.m. to Midnight
Friday and Saturday	10 a.m. to 2 a.m.

King's College students, faculty, and staff will be granted access by touching a valid King's College ID card at the proximity card reader located at designated access points. Access is allowed during normal visitation hours, whenever the residence halls are open. All sign-in procedures should be completed first. Students, guests, and other persons are not permitted to use the emergency exit doors in any residence hall facility except for fire evacuation emergency. These doors include:

- The first-floor stairwell exits in Holy Cross Hall
- The doors at the end of hallways on the first floor of Holy Cross Hall
- The side stairwell exits of Luksic Hall
- The exterior stairwell exits in Esseff Hall
- The two stairwell exits for O'Hara Hall
- The exterior stairwell exits in Ryan Hall
- The exterior exits in apartments 103 and 108 of Ryan Hall.

A fine of not less than \$75 will be issued to any student using these emergency exits to enter or leave the facility.

All residential buildings have a 24-hour ID card access system. The resident's ID card functions as an individualized building key. Resident students are granted access by touching their ID card at the proximity card reader. If a student loses their ID card, or the ID card does not function correctly, the student should contact the Office of Residence Life immediately.

To activate the elevators, the individual will need to touch a valid ID card at the proximity card reader located in the elevator car. The elevators may be called to any floor by the call buttons, but the student, faculty, or staff member must swipe a current ID card to activate the floor selection panel. This includes going from floor to floor or to the building's basement. In Holy Cross Hall, an individual may exit the first-floor residential area access door or the south stairwell access door without tapping an ID card. Under no circumstances should College ID cards, including temporary cards, be loaned to any other person. Residents are not to permit persons they do not know into the building. Residents are not permitted to prop open any interior or exterior door including exterior doors, emergency stairwell doors, apartment doors, main stairwell doors, etc.

GUEST VISITATION

Guests to the King's College Community will need to meet the student they desire to visit in the building's lobby. When the desk is staffed, the guest(s) will be asked to present a photo ID. The guest's name is then logged into a residence hall sign-in sheet, along with the name and room number of the student being visited. Non-student guests leave their photo ID with the desk attendant. The guest may then be escorted to the student's room. The photo ID will be returned to the guest upon their departure, once the guest signs out of the building. All other policies and expectations still apply. If no photo ID is available, a temporary Guest Pass is completed. The student being visited signs the Guest Pass to indicate in writing that they are

identifying this guest and taking complete responsibility for the guest for the duration of the visit. Host students must escort guests at all times. King's students are held strictly accountable for their guests.

Any ID cards erroneously left with a desk attendant will be held for 24 hours at the desk of the residence hall lobby. From there, it is forwarded to the Office of Campus Safety and Security in Ryan Hall. It can be reclaimed there by the ID owner during normal College business hours.

Overnight Guests of the Same Sex in the Residence Halls

When an overnight guest of the same sex is staying with a resident, the resident must fill out the Overnight Guest Pass form on the Residence Life Student Portal. This required document supplies Residence Life with the necessary contact and emergency information in the event of a medical or any other type of emergency involving the guest.

HOUSING WHEN COLLEGE IS CLOSED

The College does not permit housing during breaks. All resident students are required to vacate the halls during those times. The housing contract does not provide room and board during semester breaks, recesses, official College holidays, or the summer. Students who are required to be on campus during break or vacation periods to participate in intercollegiate sports competitions, student teaching, internships, for other academic reasons, or who are international students, may request permission to remain in the halls:

- Students participating in intercollegiate sports will be submitted to Residence Life by the Athletics Department.
- All other students are to make their request by completing a Break Housing form at least two (2) days in advance with the Office of Residence Life, through their online student portal.

The following regulations apply to students staying during breaks, vacation, and pre-camp periods:

- Students may be required to move into another residence hall or residence hall room during break or vacation periods.
- The Office of Residence Life reserves the right to use student rooms for housing individuals during holidays and break periods.
- Meal plans are not in effect during break periods, and students will need to make their own arrangements for meals.
- No one from Residence Life staff is on duty in the halls during break periods.
- King's College prohibits alcohol in the residence halls for all students regardless of age. The College also prohibits any intoxicated person from being in the residence hall.
- Residents are not to have any guests in the residence halls regardless of if they are a student at King's College or family member.
- Visitation is not permitted during pre-camp, vacation, or break housing periods.

Students who fail to abide by these regulations and all College policies will forfeit the privilege to stay on campus during break or vacation periods. If you have any questions, please contact the Office of Residence Life.

COLLEGE HOUSING KEY POLICY

The College Housing Key Policy has been developed considering key systems in each of the College's residence halls and apartments. Students must always have their keys with them. If a student loses their assigned room key, they should report it to Residence Life within 72 hours.

Lockouts

Any student locked out of their room must go to the College Switchboard in Ryan Hall, rooms 107-108 (use Main Street entrance) to fill out an Emergency Lockout form. A \$5 usage fee is associated with any lockout. Residents will only be permitted to enter their own room. Students will be required to show their King's College ID to the Switchboard staff prior to release of an emergency room key. No student will be allowed into another student's room for any reason. This \$5 fee is payable to the Office of Residence Life within five (5) days of the lockout. Failure to pay the lockout fee will result in a hold being placed on the student's registration, grades, transcripts, and graduation.

Lost Keys

Residents who lose their keys may go to the College Switchboard located on in Ryan Hall rooms 107-108 (use Main Street entrance) to obtain a temporary key. A Lost Key form must be completed at that time. If a student knows their key will not be found, they may ask for a re-core to take place at that time. Otherwise, the resident will have three (3) days to return the temporary key before the room's door lock is automatically re-cored and new keys issued. The cost of a re-core will be billed to the student's account. Current fees are \$150 in Holy Cross, Esseff, or Luksic Halls; \$525 in Ryan, Flood, or O'Hara Hall; and \$100 in Richard Abbas Alley Center for Health Sciences. Students may not waive the re-core or re-core fee. After a room has been re-cored, residents must pick up their new keys from the Office of Residence Life. Re-coring will take place during normal maintenance staff work hours. If, for security reasons, a re-core must take place when appropriate maintenance staff members are not working, the student will be billed additional charges for overtime and any other costs associated with the re-core.

COLLEGE HOUSING FIRE SAFETY

King's College strives to ensure student safety, and fire safety is not to be overlooked. The College has installed sprinkler systems in all residential buildings, which are activated when extreme heat alerts the reader to expel water. The following is an outline of College and student liability and consequences for activation:

- Students shall not tamper with, set, or in any way cause the sprinkler system to be activated to release water.
- Misuse of any fire safety equipment will result in disciplinary action by the College including suspension from the College, restitution for damages incurred for both College property and personal property, and termination of the student's housing contract.
- The College will not be held liable for damage to personal property that results from the discharging of a sprinkler head, whether due to activation for fire, vandalism, or malfunction.
- Residence Life has provided each residence hall room with a fire evacuation procedure and fire prevention notice. The notice explains in detail how to prevent a fire and how to plan an escape route. Emergency phone numbers are also listed on the notice.
- The unintentional activation of a fire alarm will result in a minimum sanction of censure, a \$125 disciplinary fine and restitution of all penalties or fees incurred when local authorities must respond to an alarm. The intentional activation of a fire alarm will result in a sanction of disciplinary probation or suspension for not less than one-year, a \$125 fine, restitution of all penalties or fees incurred when local authorities must respond to an alarm, and other sanctions. Causing a false fire alarm or fire will result in suspension from the College.

FIRE EVACUATION PROCEDURE

Fire alarms must be taken seriously at all times. Failure to evacuate when a fire alarm sounds is a violation of College regulations. Minimum sanction is censure and a \$50 fine. In the event of a fire evacuation, adhere to the following protocol:

1. If the door handle is hot, do not open it. Go to the window, call for help, hang a towel or sheet out of the window.
2. If the door handle is not hot, open cautiously. Check for smoke or fire before leaving your room.
3. Close windows and door behind you. Do not waste time bringing personal belongings.
4. Proceed to the nearest stairwell exit. Do not use the elevator.
5. Go to your designated gathering place outside the building.
 - Holy Cross and Luksic – O'Connor Park
 - Esseff – Sheehy-Farmer Campus Center
 - Flood Hall – Moreau Court
 - Ryan Hall – In front of Esseff Hall or in the parking lot behind the building
 - O'Hara Hall – In front of Scandlon Gym or in the cul-de-sac behind the building
 - Alley Center for Health Sciences – In front of building or rear of parking lot
6. Do not leave your gathering area until Residence Life staff gives you permission.
7. Do not re-enter any building until Residence Life staff gives you permission.

Students are encouraged to plan and practice their escape route, knowing where the two stairwell exits are located on their floor. Additional tips for preventing fire include, but are not limited to:

- Do not overload electrical outlets.
- Do not use space heaters or halogen lamps.
- Do not use hot plates or large electrical appliances.
- Do not use 3D printers.
- Do not smoke in non-smoking areas.
- Do not possess or burn candles or incense.
- Do not leave excess trash in trashcans.

RESIDENCE LIFE SERVICES

ASSISTANCE ANIMAL/EMOTIONAL SUPPORT ANIMAL POLICY

Please see section on **Disability Services**.

CABLE TELEVISION

The College does not provide cable television service in residential rooms. Cable television service is available in hall common spaces.

COLLEGE PROVIDED FURNITURE

The College provides furniture for each student in each residential room, including a Twin XL bed, a desk with chair, dresser, and a closet or wardrobe. Students must keep all College-provided furniture in their room. It will not be removed by the Facilities Department, unless removal is part of a medical accommodation, as determined by the Academic Skills Center. Homemade beds, homemade bed risers, and lofting systems are not permitted by the College.

COMPUTER ACCESS

A wireless internet connection will be provided to each student's residence hall room. Wireless connections are available in all College housing. The College will ensure that data reaches the connection properly. Students are responsible for providing the equipment, software, and other necessary items to use this data. The College is not liable for any use, misuse, or abuse of this connection that results in damage to a student's hardware, software, or data saved on the student's system. Students are asked not to bring their own wireless access points, as these will slow the connection speed to their devices. Misuse of this connection including, but not limited to, harassing behavior, hacking, or illegal activities will be subject to student conduct action and termination of access. Please refer to the **Computer and Technology Policies** section for restrictions on Internet use.

DISABLED STUDENT HOUSING SERVICES

Please see section on **Disability Services**.

LAUNDRY

Laundry rooms are in the basements of Holy Cross Hall, Esseff Hall, and Luksic Hall; on the lower level of Flood Hall; on the second, third, and fourth floors of Ryan Hall; on the sixth, seventh, and eighth floors of Richard Abbas Alley Center for Health Sciences; and on the second, third, and fourth floors of O'Hara Hall. Each hall's laundry room is for the residents of that hall only. Laundry is free for resident student use. Off-campus and commuter students are not permitted to use the laundry facilities in College residence halls and apartments.

LOBBY DESK

The main desks of Richard Abbas Alley Center for Health Sciences, Esseff Hall, and Holy Cross Hall offer many services to resident students. The desk personnel are an important source of information for all visitors to King's, and staff each desk 24 hours every day while classes are in session.

MEDICAL ASSISTANCE

The Resident Assistant or Counselor should be notified if a student becomes ill or disabled. If an ambulance is needed, contact the College Switchboard. If you call the ambulance yourself, immediately contact the Switchboard afterwards to provide them with the necessary information. Resident students may visit the Student Health Center in André Hall for treatment of common ailments.

ROOM REPAIR AND MAINTENANCE

Repair requests should be submitted online or to any member of the Residence Life staff. Emergencies are to be reported to the Switchboard by calling (570) 208-5900.

SECURITY

In emergencies, students may contact Campus Safety and Security directly through the College Switchboard at (570) 208-5900. In non-emergency situations, students should first attempt to contact a Resident Assistant, Resident Counselor, or the Office of Residence Life.

STORAGE

King's College does not offer storage of student possessions unless the student is from an international country or a very distant state. Storage is extremely limited and is dependent upon availability. Please see the Director of Housing and Residence Life to discuss storage availability if you meet the requirements.

Upon approval of storage, the student must box all items and label the boxes with details of the contents on the storage detail sheet. The student is responsible for packaging, moving, and storing items in the assigned storage area. Boxes or items must be placed against walls in the storage area, leaving enough room for individuals to move about the room. The Facilities Department is not responsible for the moving of items to or from the storage room. The College assumes no liability for items that are stored.

Storage company information is available in the Office of Residence Life. The College does not make recommendations as to a preferred storage area or vendor. The College does provide a listing of any storage company that has provided the College with information regarding storage. At the end of the academic year or at the time when a student is moving out of the residence hall or apartment, students must remove all items from their current apartment or residence hall, leaving nothing behind. King's staff will dispose of items not removed from the storage area by that time.

STUDENT TRAVEL ARRANGEMENTS

AIR AND BUS SERVICE TO WILKES-BARRE, NEW YORK CITY AND PHILADELPHIA AIRPORTS

The College does not provide transportation to airports, train stations or bus stations but can provide guidance if a student is attempting to make travel arrangements.

Wilkes-Barre has several options for students seeking transportation to and from New York, Philadelphia, Washington, D.C. and other points, through flights from Wilkes-Barre International Airport (AVP), located 20 minutes from campus, and Martz Trailways Bus Service. Martz is located in the Intermodal Transportation Center in Wilkes-Barre and is within walking distance of the College.

Students can often find a friend to drive them or rely on taxi or ride share services to get them to these popular transportation hubs.

The College strongly recommends students check services for schedules and costs well in advance of travel. Students should also check their class and exam schedules when planning travel, so they do not miss academic work while traveling.

NOISE POLICY

The primary purpose for being at King's is to conduct learned inquiry. Such a task requires quiet interaction or silent research, reading, and study. There are times and places set aside for both the quiet interchange of ideas and noise-free scholarship.

The Library, classroom buildings, and College housing (Holy Cross Hall, Esseff Hall, Luksic Hall, O'Hara Hall, Flood Hall, Richard Abbas Alley Center for Health Sciences, and Ryan Hall) must provide a healthy environment conducive to scholarly pursuits. Excessive noise is inconsistent with these environments. The College takes very seriously its obligation to provide an atmosphere where students can study and exchange ideas.

While quiet is the norm for classroom and library buildings, quiet hours have been established for the College housing. College housing is the primary location where resident students both socialize and study. Quiet hours in College housing are from 10:00 p.m. to 10:00 a.m. on weekdays. On Friday and Saturday, quiet hours will be observed after 2:00 a.m. until 10:00 a.m. Ideally, students will encourage each other to observe quiet hours in the designated buildings and during the appointed times. Should a staff member have to insist on quiet hours being observed, a disciplinary referral may result.

Staff members may also disband groups and temporarily suspend visitation privileges if visitors are involved or if visitation will continue to aggravate the situation. Staff members may also confiscate radios, televisions, stereos, etc., pending action by the Office of Residence Life. If a staff member confiscates an item, a receipt will be given to the owner of the item.

In the residence halls, there are four levels of noise: total silence, quiet-hours level, non-quiet hours level, and a noise level unacceptable at any time. A useful rule of thumb is this: if you, your guests, or your entertainment can be heard in the hallway, you are being too loud for quiet hours. If your activity can be heard on the other side of the building or on another floor, you are being too loud for non-quiet hours.

Please keep in mind that each community member shares a responsibility in maintaining appropriate levels of noise. Courtesy hours are in effect 24 hours a day. This means that individuals should cooperate with any requests for quiet by Residence Life staff or other residents.

SEARCH AND ENTRY POLICY

SEARCH OF STUDENTS' RESIDENCE, VEHICLE, PROPERTY, AND TECHNOLOGY USAGE

A student's room, locker, vehicle, or property will be searched only under supervision of the Associate Vice President for Student Affairs and Dean of Students or designee.

Requests for College administrative searches are made to the Associate Vice President for Student Affairs and Dean of Students, or in the Associate Vice President's absence, the Director of Housing and Residence Life or designee. Administrative searches will be approved when there is reasonable cause to believe that a violation of College policies, rules, or regulations has taken place, or for the well-being of the student(s) or College community. Searches may be conducted without the resident(s) being present or prior notification.

Search of a student's technology usage of the College operated internet, email, or other programs as part of an investigation by College officials when there is reasonable cause to believe there is a violation of College policies, rules or regulations must be approved by the Associate Vice President for Student Affairs and Dean of Students or designee.

Searches originated by municipal, state, or federal law enforcement agencies must be accompanied by a valid search warrant or qualify under the law as an exception to the search warrant requirement.

Violations that occur in the plain view of a College official who has lawfully entered a student's residence or vehicle for a purpose other than search are exempt from the administrative search warrant requirement.

ROOM AND APARTMENT ENTRY

An authorized College employee may enter a student's room or apartment for the purpose of inspection or repair, to determine compliance with fire codes and other housekeeping and health/safety regulations, at the beginning and end of each semester (finals week), and in emergencies where danger to life, safety, health, or property is perceived. Staff members may enter a student's room or apartment after knocking and announcing themselves if the staff member has reasonable grounds to believe that the occupants are violating College policies, rules, or regulations.

SOLICITATION IN COLLEGE HOUSING

Solicitation of any type is prohibited in residential sections of College residence halls and apartments. Solicitation in residence hall and apartment lobbies must be approved by the Director of Housing and Residence Life. Please refer to the **Non-Solicitation Policy** for additional guidance.

SMOKING & TOBACCO POLICY

Please see policy under Student Regulations, Rights and College Policies. King's College is fully committed to maintaining a work environment that supports health and wellness. Consequently, the College prohibits smoking and the use of tobacco products. Smoking is defined as the burning of a cigarette, cigar, pipe, e-cigarette, vape or other smoking material. The use of tobacco may be defined as a smokeless product consumed by placing a portion of the tobacco between the cheek and gum or upper lip teeth and chewing.

VISITATION POLICY

ESSEFF HALL, HOLY CROSS HALL, AND LUKSIC HALL

Coeducation allows students to contribute to one another's education and to form genuine friendships. In the proper context, visitation can facilitate personal and social development and enhance the quality of life on campus. Some limitations, however, are placed on visitation to protect the privacy rights of all students and to foster an atmosphere that is safe, scholarly, and in harmony with traditional Catholic moral teaching. By matriculating at King's College, you have agreed to abide by the visitation policy established by the College community. Specifically, the following policies must be observed:

1. Visitation in the living areas of each hall (any point beyond the lobby) by persons of the other sex is permitted only during hours approved by the Office of Student Affairs. The following hours of visitation have been approved:
 - a. Sunday through Thursday 10 a.m. to midnight
 - b. Friday and Saturday 10 a.m. to 2 a.m.
2. During visitation, opposite-sex guests are prohibited from using the bathroom facilities on residential floors since these are exclusively single-sex facilities. Public guest facilities are found adjacent to the lobbies in Holy Cross and Esseff Halls, in the basement of Luksic Hall, and the accessible bathrooms on floors 2 through 10 in Holy Cross Hall.
3. A visitation violation that involves an overnight stay is a serious offense. Overnight guests seriously infringe upon the privacy and security of students and seriously disturb the scholarly and moral atmosphere of our residence halls. Overnight stays are prohibited to all opposite-gender guests regardless of their relationship, including family.
4. When an overnight guest of the same sex is staying with a resident, the resident must fill out the Overnight Guest Pass form on the Residence Life Student Portal prior to the arrival of the guest. This required document supplies Residence Life with the necessary contact and emergency information in the event of a medical or any other type of emergency involving the guest. The guest must comply with all college policies and remain with the resident they are visiting at all times. The guest must be at least 13 years old and cannot stay more than two consecutive nights.
5. Twenty-four-hour visitation is permitted in the lobbies of Esseff and Holy Cross Halls and in the basement lounge of Luksic Hall.
6. You can gain entrance to Esseff and Holy Cross Halls via the card access reader on the front doors. No unescorted non-residents of the hall may stay in the lobby.
7. Luksic Hall visitation policy: To gain access to the Luksic Hall residents' floors, visitors must enter the foyer through the front doors of Luksic Hall and call the Luksic Hall resident whom they wish to visit. The resident must meet their guest(s) in the foyer and escort them at all times while in the building.

8. Non-student guests must be escorted by a student at all times in the residence hall. The student escort will be held strictly accountable for the guest's behavior. Students who refuse to identify themselves when asked to do so by an authorized college official (i.e., Resident Counselor, Resident Assistant, etc.) will be considered non-student guests and must have an escort.
9. Each hall resident has a right to privacy, which outweighs the roommate's visitation privilege. If the presence of a guest is an inconvenience to a roommate, the guest must leave.

Technology Services and Policies

“It is God’s hand which has guided everything, and it is God whom we must thank above all.”

Circular Letter 36 — Moreau

ACADEMIC AND INSTRUCTIONAL TECHNOLOGY SERVICES

Paul Moran

Associate Vice President, IITS / CIO
Program Director, Computer Information Systems and Instructional Technology Services
William G. McGowan School of Business, 3FL
(570) 208-5960
paulmoran@kings.edu

Academic and Instructional Technology Services coordinates all distance-learning activities at the College. This department also promotes and supports the use of educational technologies in the teaching and learning process. In addition, Academic and Instructional Technology Services provide faculty, students, and staff with opportunities to participate in hands-on technology training workshops. Services offered include:

- Supporting all online course areas utilizing course-based technology
- Directing student support of course-based technology
- Coordinating the College Discovery through Videoconferencing Program available to high school juniors and seniors
- Providing instructional design consultation services to the campus community
- Facilitating technology training workshops
- Offering individualized instruction to faculty interested in incorporating various educational technologies in their teaching

COMPUTING AND TELECOMMUNICATIONS

William G. McGowan School of Business, Room 302

Office: (570) 208-5844
HELP Line: (570) 208-5900 x4357
help@kings.edu

User Services provide computing and telecommunications services throughout the College. Located on the third floor of the William G. McGowan School of Business, the service provides computing and communications for students, faculty, administrators, and staff. Students may access the network of academic computer systems using any of the labs located in the Administration Building, Sheehy-Farmer Campus Center, McGowan, Esseff, Holy Cross, Luksic, Ryan, Corgan Library, and Flood Halls.

Computer equipment usage is restricted to faculty, administrators, staff and currently enrolled students. Student services include:

- Internet and student email accounts
- Campus telephone systems
- Campus network
- Microcomputer lab facilities
- Laser and color printing via network
- Internet access from residence hall rooms
- Media support
- Self-Service
- Course-based technologies
- Student web sites
- Blog
- Wireless networking
- VPN access

King's provides a support center for students and faculty with media requirements. Media services offered include:

- Video/audio production studios
- Traditional multimedia production (e.g., photographic, slides, overhead transparencies)
- Computer graphics and desktop presentation graphics
- Loans of presentation and production equipment used in student academic projects and instructional presentations

ProProduction equipment and facilities are available Monday through Friday, 7:30 a.m. to 4:30 p.m. King’s offers extended hours in selected facilities at the end of each semester, as needed.

COMPUTER LAB FACILITIES	
McGowan School of Business Principal Student Lab, Room 206	Monday through Thursday, 7:30 a.m. – 11:00 p.m. Friday, 7:30 a.m. – 6:00 p.m.
Corgan Library, Main Level	Check for posted hours
Administration Building Teaching and Student Lab, Room 425	Check for posted hours
Esseff and Holy Cross Lobbies Student Labs	Open 24-hours, excluding break and vacation periods
Holy Cross, Ryan, Esseff, and O’Hara Halls Floor Lounges	Open 24-hours, excluding break and vacation periods
Flood and Luksic Halls Computer Labs	Open 24-hours for residents
Sheehy-Farmer Campus Center Connerton’s and First Floor	Same hours as Campus Center, excluding break and vacation periods. When the building is closed, students may access the Campus Center by using their student ID card in the reader on the Lane Lane’s electronic doors.

See <http://www.kings.edu/iits/policies.htm> for the current IITS policy statement.

INTELLECTUAL PROPERTY RIGHTS

King’s College supports the following statement from the Educom Code: “Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to the works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publications and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal, expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

COPYRIGHT INFRINGEMENT AND ILLEGAL FILE SHARING POLICY

Peer-to-peer file sharing programs that are often used to share copyrighted films, electronic games, software, and music are considered unlawful and illegal. Students attempting to use College resources for the purpose of distributing or obtaining copyrighted material via peer-to-peer file sharing may subject themselves to civil or criminal penalties. King’s College supports the following statement from Educom: “Respect for the intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publications and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal, expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

Student violation(s) of electronic copyright law shall subject them to a formal disciplinary process and may result in the loss of their computing, network, and Internet privileges at the College. Illegal acts involving College computing resources may also subject violators to prosecution by local, state, or federal authorities.

Students found using the College’s network and computer resources for illegal peer-to-peer file sharing will be subjected to a formal disciplinary process, which may result in the loss of their computing, network, and Internet privileges at the College. Such illegal acts may also subject violators to prosecution by local, state, or federal authorities.

King’s College reserves the right to limit access to specific network resources at specific times in order to guarantee that the academic and administrative missions of the College are achieved in an efficient and effective manner. The College uses Allot NetEnforcer as its traffic-shaping device on all inbound and outbound Internet traffic. All known and perceived peer-to-peer applications are prohibited on the network. Bit-torrent traffic is blocked, as is all traffic that exhibits the characteristics of a

peer-to-peer connection. Network users cannot share files from their computer to any other computer(s) anywhere. Additionally, users cannot access file shares on any computer(s) anywhere.

Several online services such as Napster, iTunes, and Rhapsody allow for the legal downloading of music. The College does allow access to these legal music sites. King's College does not endorse or recommend that students choose any one of these services over another.

INTERNET ACCEPTABLE USE POLICY

The purpose of Internet at King's College is to support the administrative mission, academic research, and other scholarly activities by providing access to shared resources and the opportunity for collaborative work. Use for other purposes is not acceptable. The intent of this statement is to give an overview of acceptable and unacceptable uses of computing and networked resources without exhaustively enumerating all such uses and misuses. This statement applies to use of the Internet resource at King's College and its current Internet Service provider (ISP).

ACCEPTABLE USES

- Communication and exchange for professional development, to maintain currency, or to debate issues in a field or subfield of knowledge
- Use for standard activities related to the user's research and instructional activities
- Use in applying for or administering grants or contracts for research or instruction, but not for other fundraising or public relations activities
- Any other administrative communications or activities in direct support of research and instruction
- Announcements of new products or services for use in research or instruction, but not advertising of any kind
- Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use

UNACCEPTABLE USES

- Use in for-profit activities, unless covered by the General Principle, or as a specifically acceptable use
- Excessive or extensive use for private or personal business
- Use in any way that is illegal (e.g., copyright violations)
- Viewing or accessing material that is offensive using College equipment in any location or personal equipment in a public place (e.g., offices, lounges, computer labs, classrooms) is not permitted. Offensive material includes, but is not limited to, pornography, hate material, and other material that is harassing to others.
- Harassment, intimidation or threats to individuals or groups through any electronic means including but not limited to social media, email or other means.

King's College reserves the right to limit access to specific network resources at specific times in order to guarantee that the academic and administrative missions of the College are achieved in an efficient and effective manner. This limitation to network resources applies to all users at King's College. All users are asked to respect the prioritization of resources during classroom and business hours.

NOTICE TO USERS OF INTERNET SERVICES

Certain Internet services may contain language or pictures which some individuals may find offensive, inflammatory, or of an adult nature. Such contents are the sole responsibility of the Internet service provider. King's College does not endorse such materials and disclaims all liability for their contents.

COMPUTER LABORATORY POLICY

The primary purpose of the computer laboratory is for course-related projects and assignments. Keep in mind that:

- Games and personal activities have a lower priority than coursework; this means that a student wishing to do coursework may ask a person conducting personal activities to leave if all the computers in that lab are in use.
- At peak times, the College IITS Division reserves the right to limit some of the resource capabilities that allow students to use the labs for activities unrelated to course work.
- King's prohibits eating, drinking, and smoking in any computer labs.
- No software may be installed on the computers in the labs; this includes games.

Any student who tampers with equipment or violates computer-related policies will be reported to the Associate Vice President for Student Affairs and Dean of Students for disciplinary action. This includes changing any files that currently reside on the workstations, theft, and deliberate vandalism of hardware.

WORLD WIDE WEB POLICY

The College's website is designed, created, and maintained by a project team of individuals who represent IITS and various divisions across campus. The membership of the Web Team is designed to bring together team members necessary to ensure the College's website fulfills the needs and mission of King's College. As such, the Web Team is ultimately responsible for the content of the King's College website and all associated web pages.

Personal pages are provided to faculty, staff, and students, and are to be considered “unofficial” pages. These unofficial pages are required to carry the following disclaimer on the main or primary web page: “King’s College makes its Web server available to members of the King’s College community for their personal use and enjoyment but does not necessarily endorse the items published here.”

King’s College, in conjunction with the Web Team, Human Resources, and IITS, reserves the right to remove any content it may deem detrimental to the College. As with any technology resources used on campus, unofficial web pages are expected to adhere to the College’s overall policy on responsible uses of information technology.

RESPONSIBLE USE OF INFORMATION TECHNOLOGIES

GENERAL PRINCIPLE

This document constitutes the College policy for the management of computer networks, personal computers, and the resources made available thereby. The policy reflects the ethical principles of the College community and indicates, in general, the privileges and responsibilities of those using College computing resources.

ACCEPTABLE USE INSTITUTIONAL PURPOSES

College computing and networked resources are to be used exclusively to advance the College’s mission of education, research, and public service. Faculty, administration, and staff may use them only for purposes related to their responsibilities for providing instruction, carrying out of their duties as employees, their official business with the College, and other College-sanctioned or College-authorized activities. Students may use them only for the purpose of academic research, course-work support, scholarly collaboration, and other scholarly activities.

The use of College computing and networked resources for commercial purposes including any sort of solicitation is prohibited, absent prior written permission of the appropriate College official(s). Unauthorized commercial uses of College computing and networked resources jeopardize the College’s relationships with network service providers, computer equipment and software vendors, and the College’s tax-exempt status.

King’s acknowledges that occasionally faculty, administration, staff, and students use College computing resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, administrators, staff, and students provided they are not excessive, and do not interfere with the performance of any faculty, administrators, or staff members. Such use may not interfere with the efficient operation of the College or its computing and networked resources. Additionally, King’s does not allow non-commercial use otherwise prohibited by this policy or any other College policy or directive. Decisions as to whether a particular use of computing and networked resources conforms to this policy shall be made by the Executive Director of IITS in consultation with the Vice President of Academic Affairs if the use involves faculty or student academic matters. The Director of IITS will consult with the Office of Student Affairs if the use involves non-academic student use and will consult the Department of Human Resources for use involving administrators or staff.

UNACCEPTABLE USE

Computing and networked resources may only be used for legal purposes and may not be used for any of the following purposes or any other purpose which is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the College, or likely to subject the College to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to:

- Harassment, intimidation or threats to individuals or group through any electronic means including but not limited to social media, email or other means.
- Libel or slander
- Fraud or misrepresentation
- Copyright infringement
- Violation of local, state, or federal law
- Destruction of or damage to equipment, software, or data belonging to the College or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying or transmission of copyright-protected material
- Altering or misuse of the College’s trademarks, logos, insignia, or copyrights without prior approval
- Violation of computer system security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including email addresses) assigned to others
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or email exchanges, overuse of interactive network utilities, and so forth)
- Development or use of unapproved mailing lists
- Use of computing facilities for private business purposes unrelated to the mission of the College or to College life
- Academic dishonesty
- Violation of software license agreements

- Violation of network usage policies and regulations
- Viewing or accessing offensive material using College equipment in any location or personal equipment in a public place (e.g., offices, lounges, computer labs, classrooms) is not permitted; offensive material includes, but is not limited to, pornography, hate material, or other material that is harassing to others
- Violation of privacy
- Posting or sending obscene, pornographic, sexually explicit, or offensive material, and
- Intentional or negligent distribution of computer viruses

COOPERATIVE USE

- Computing resource users can facilitate computing at the College in many ways. Collegiality demands the practice of cooperative computing and requires.
- Regular deletion of unneeded files from one's accounts on shared computing resources
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacity, or network services
- Refraining from use of sounds and visuals which might be disruptive or offensive to others
- Refraining from use of any computing resource in an irresponsible manner
- Refraining from unauthorized use of departmental or individual computing resources

Computer use has become an integral part of many College activities. While much computing occurs on individual computing resources, most information and communication systems reside on central computers and use networks. Distributed resources, such as computer clusters, provide additional computing tools. Procedures for gaining access to and making optimal use of these resources (including the steps to be taken in lodging complaints) are available to users in the Computing Center.

RESPONSIBILITIES OF USERS

The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system. The following precautions are strongly recommended:

- Computer accounts, passwords, and other types of authorization that are assigned to individual users should not be shared with others.
- The user should assign an obscure account password and change it frequently.
- The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive or confidential information.
- The computer user should be aware of computer viruses and other destructive computer programs and take steps to avoid being a victim or unwitting distributor of these processes.
- Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user.
- The computer user should consider whether information distributed using College resources should be protected from unauthorized use by the use of copyright notices or by the restriction of distribution of certain materials to King's College users.

SECURITY

King's College will assume that users are aware that electronic files are not necessarily secure. Users of electronic mail systems should be aware that electronic mail in its present form is generally not secured and is extremely vulnerable to unauthorized access and modification. The Computing Center will make available to interested persons information concerning reasonable methods for attempting Levels of obtainable security will vary depending upon the system involved. Information on procedures appropriate to each resource will be available in the Computing Center.

PRIVACY AND CONFIDENTIALITY

King's College reserves the right to inspect and examine any King's College owned or operated communications system, computing resource, or the files or information contained therein for College-related reasons. When sources outside the College request an inspection and/or examination of any King's College owned or operated communications system, computing resource, or the files or information contained therein, the College will treat information as confidential unless any one or more of the following conditions exist: When sources outside the College request an inspection and/or examination of any King's College owned or operated communications system, computing resource, or the files or information contained therein, the College will treat information as confidential unless any one or more of the following conditions exist:

- When approved by the appropriate College official
- When authorized by the owner(s) of the information
- When required by federal, state, or local law
- When required by a valid subpoena or court order

Note: When notice is required by law, court order, or subpoena, computer users will receive prior notice of such disclosures unless prohibited in the order (viewing information in the course of normal system maintenance does not constitute disclosure).

EXTERNAL NETWORKS

Members of the College community who use College leased or owned networks or facilities shall adhere to this policy and all policies and procedures established by the service provider, facilities, or computers they use (policies and procedures can usually be obtained from the service provider of the network in question). Whether or not an external policy exists, the King's College Responsible Use of Information Technologies Policy shall remain in effect and shall be adhered to by members of the College community at all times.

SANCTIONS

Violations of this policy shall subject users to the regular disciplinary process and procedures of the College for faculty, administrators, and staff, and may result in loss of their computing privileges. Illegal acts involving College computing resources may also subject violators to prosecution by local, state, or federal authorities.

DISCLAIMER

As part of the services available through the King's College campus network, the College provides access to a large number of conferences, lists, bulletin boards, and Internet information sources. These materials are not affiliated with, endorsed by, edited by, or reviewed by King's College, and the College takes no responsibility for the truth or accuracy of the content found within these information sources. Moreover, some of these sources may contain material that is offensive or objectionable to some users.

COMPUTER RESOURCE POLICY

The use of the Internet connection and network resources is a privilege afforded to King's students. It is not a right. King's College is committed to providing a stable computing environment for its students, faculty, and staff. In the unlikely event of an actual loss or corruption of data stored on a College system, the College and associated employees cannot be held financially responsible.

King's College makes network disk space available to all students as a courtesy to make their information and files available in any campus lab or classroom machines. Although we make every effort to secure and back up this information, King's College does not assume any responsibility or liability for any lost or damaged files, or any academic ramifications because of information lost or damaged on their network. To avoid any potential problems, King's College strongly recommends all students keep their own up-to-date backup copies of all information stored on the network servers.

The primary purpose of King's computer resources is to enhance and support the educational mission of the College. These resources include various microcomputers, workstations, and minicomputers along with local area networks and connections to other computer networks via the College's ISP and the Internet. All students, faculty, and staff are responsible for using King's computing and networked resources in an effective, ethical, and lawful manner.

The intent of this statement is to give an overview of acceptable and unacceptable uses of computing and networked resources without exhaustively enumerating all such uses and misuses.

ACCEPTABLE USES

- Use consistent with the mission of King's College
- Use for purposes of, or in support of, education and research
- Use related to administrative and other support activities considered consistent with the mission of King's College
- Use consistent with the acceptable usage policies of the College's ISP

UNACCEPTABLE USES

- Use of computers or networks that violates federal, state, or local laws or statutes
- Providing, assisting in, or gaining unauthorized access to King's computer resources
- Use of King's computers or networks for unauthorized or inappropriate access to systems, software, or data at other sites
- Activities that interfere with the ability of others to use King's computing resources or other network connected services effectively
- Activities that result in the loss of another person's work or unauthorized access to another person's work
- Distribution of obscene, abusive, or threatening messages via electronic mail or other means
- Distribution of chain letters or broadcasting to lists of individuals in such a manner that might cause congestion on the network
- Use of King's computers or networks for commercial use or profit-making enterprise, except as specifically agreed to with the College
- Uses inconsistent with the acceptable usage policies of the College's ISP

- Viewing or accessing material using College equipment in any location or personal equipment in a public place (e.g., offices, lounges, computer labs, classrooms) that is offensive is not permitted; offensive material includes, but is not limited to, pornography, hate material, and other material that is harassing to others
- The known or unknown generation of unacceptable levels of network traffic associated with excessive gaming, virus infections, spam, or spyware

Individuals are responsible for any actions that take place from their accounts. Violations of these policies may result in disciplinary action by the College including, but not limited to, permanent revocation of individuals' accounts or denial of Internet services. The College reserves the right to shut down or redirect an individual's network access without notice.

STUDENT ALL EMAIL POLICY

The purpose of this policy is to limit the "student all" email account to general announcements to the students and to exclude personal announcements by individuals.

King's allows use of the student all email accounts for:

1. Announcements by King's College administrative offices, academic departments, faculty, and staff regarding activities and programming related to the College or non-profit community partners
2. Announcements by registered student organizations of meetings, programs, and activities
3. Fundraising announcements by recognized student groups or departments
4. The conveyance of news to the campus community, with prior approval by an administrative office
5. The dissemination of information regarding Campus Safety and Security, or other emergencies effecting the College community
6. Approved announcements made a reasonable number of times, i.e., repetitive announcements (several in a day) are not permitted
7. Announcements of College political clubs or organizations for individual candidates, issues, or parties for their activities
8. Surveys for student research, provided they meet the policy set by the Academic Affairs Office.

King's prohibits the use of the student all email accounts for:

1. Individual announcements selling, renting, or leasing any service or product
2. Soliciting information from students via the email system
3. Selling or promoting any product or service including, but not limited to, the rent or sale of property, apartments or homes, and the selling of cars, textbooks, or other personal belongings
4. Advertising of alcohol, tobacco, or related items or events
5. Any email deemed racist, sexist, in poor taste, or otherwise offensive
6. Political announcements that are adversarial, or that attack an opposing candidate or issue
7. Messages that are inconsistent with the College's antidiscrimination statement or College mission

Messages will be reviewed by a College staff member and, if approved, forwarded to "student all." Messages will be reviewed during College business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m. There will be a delay between the times of submission and posting on "student all."

Student groups and departments are required to develop their own email listings for announcements to specific organizations or groups of people, and to avoid using student all for announcements to limited groups of people on campus.

STUDENT AND EMPLOYEE POSTING OF ITEMS FOR SALE OR LEASE

"Student all" or employee list will not be used for the sale of items by individuals or for-profit companies.

Student Rights, Student Code of Conduct, and College Policies

“Knowledge itself does not bring about positive values, but positive values do influence knowledge and put it to a good use.”

Christian Education — Moreau 1856

Office of Student Affairs

Rev. John J. Lane, C.S.C., House
166 North Franklin Street, First Floor
(570) 208-5875 (office)
(570) 208-6023 (fax)
studentaffairs@kings.edu

Anitra McShea, Ph.D.

Vice President for Student Affairs
(570) 208-5875
anitramcshea@kings.edu

Megan Casey

Associate Vice President for Student Affairs and Dean of Students
(570) 208-5875
megancasey1475@kings.edu

The Associate Vice President for Student Affairs and Dean of Students coordinates the student conduct process. The Associate Vice President for Student Affairs and Dean of Students assists complainants and students accused of violating College regulations and advise them of their rights in the College’s conduct system. The Associate Vice President coordinates the College Student Conduct Panel that serves as a peer review process for students accused of violating College regulations.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

PREAMBLE

The Congregation of Holy Cross established King’s College in the Catholic tradition in order to provide a liberal arts education that would best prepare students to live and work in the modern world. The College aims to achieve this goal through refinement of students’ intellectual, moral, and social values by:

- Transmitting knowledge
- Encouraging freedom in the pursuit of truth
- Spiritually orienting students to the things of God
- Developing awareness in its students of the human person, thereby providing an opportunity for them to be emancipated from the limitations of bias, prejudice, and ignorance

As members of the educational community, students are encouraged to develop the capacity for critical thinking and judgment, and to engage in a sustained and independent search for the truth. The freedom to learn depends, in part, upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. All members of the educational community have a shared responsibility to secure and respect conditions conducive to the freedom to learn.

The Student Bill of Rights and Responsibilities serves to delineate the essential rights and, therefore, the essential responsibilities of students as members of the educational community.

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

1. Within the limits of its facilities, King’s College shall be open to all students who qualify according to the admission standards. In addition, any student may apply for financial grants and academic scholarships in accordance with procedures set down by government guidelines and College policies.
2. Students accepting admission are obliged to fulfill the academic and administrative requirements of the College.

II. IN THE CLASSROOM

1. At the beginning of the semester, students receive a course syllabus for each class that includes criteria for evaluation of performance and the policy for attendance. All course assignments such as term papers, research projects, and field studies must be included on the course syllabus.
2. Students shall have the opportunity to secure a review of their grades. After receiving the official grade report, students who wish a review should consult the faculty member first. Students may seek further consult at the Academic Affairs office. Take necessary action within the semester following the issuing of grades.

3. Students shall have the right to examine all corrected tests, papers, work assignments, and final examinations. For this reason, instructors are to return all test papers and work assignments. In order that students may review final examinations, professors will retain the finals until the end of the following semester.
4. Students shall have the opportunity to secure a review of a refusal to grant a degree and/or a refusal to transfer credit. Make any desired appeals through the Academic Affairs office.
5. Faculty should respect the rights of students with regard to views, beliefs, and political affiliations expressed by students in the classroom.
6. In the spirit of academic freedom, students may pursue private research. As an individual or in collaboration with associations, they may study, exchange findings and recommendations, and publish material properly identified as to authorship.

III. GOVERNANCE

1. King's makes every effort to represent appropriate student interests in committees of the Faculty Council.
2. Students enjoy some formal degree of participation on both the departmental level and the College-wide level in decisions concerning the modification and evaluation of curricular-related matters.
3. Students will have the opportunity to take part in the interviewing procedures prior to the hiring of faculty members and Student Affairs administrators, as well as in their evaluation.

IV. STUDENT RECORDS

1. Refer to policy statement regarding the FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (Public Law 93.380), found in the Student Handbook and College Catalog.

V. STUDENT AFFAIRS

1. Full-time students enrolled at King's College have the right to membership in student organizations provided they meet both the requirements stated in the organization's constitution, and the participation policy of the College.
2. Students may form and register organizations on campus according to guidelines set forth by the Student Government, the Director of Campus Activities, or the Associate Vice President and Executive Director of Intercollegiate Athletics and Recreation.
 - a. Included in these guidelines shall be a statement of purpose, criteria for membership, and rules of procedure.
 - b. Students must register organizations on an annual basis each spring semester with the Director of Campus Activities. Submit a list of officers, a preferred advisor, a current statement of purpose, and a list of membership.
3. Student organizations receiving College funds from the Student Government shall be accountable for said funds to the Treasurer of Student Government. Organizations not under Student Government, but receiving funds from the Office of Student Affairs, shall be accountable to the Associate Vice President for Student Affairs and Dean of Students or designee.
4. Student organizations may post or distribute public notices concerning their organization by using the designated bulletin areas. The timely removal of such notices is the responsibility of the posting organization. Additionally, club information may be distributed via the College Post Office. Compliance with procedures established for this school service is required.

VI. FREEDOM OF INQUIRY AND EXPRESSION

1. Student organizations are free to examine and discuss all questions of interest to them. Consistent with the mission of the College, they are free to support causes by orderly means that do not disrupt the regular and essential operations of the College nor the surrounding community.
2. Student organizations shall have the use of campus facilities subject to the regulations pertaining to the scheduling of meetings. Use of facilities is limited to the purpose for which it was reserved.
3. Student organizations may invite speakers of their choice to discuss topics of interest to them. Student organizations are expected to exercise discretion in order to safeguard the College and its members from unjust criticism that would be harmful to the College.
 - a. When the public is invited to attend student-sponsored lectures or activities, the speakers will be selected in consultation with the organization's advisor and the Director of Campus Activities.
 - b. The individual, group, or organization requesting facilities must inform the Director of Campus Activities of the general purpose of any meeting open to persons other than members.

VII. STUDENT PUBLICATIONS AND COMMUNICATIONS MEDIA

1. Student publications and student radio are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion, and of intellectual exploration on the campus. The College radio station is subject to governmental regulations pertaining to broadcasting activities.
2. Student publications are vehicles for free inquiry and free expression in an educational community. As such, the College must provide sufficient editorial freedom for these publications to maintain integrity of purpose.
3. The editorial freedom of student editors and managers entails corollary responsibilities governed by the canons of conscientious journalism. These include, but are not limited to, the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo. Journalists are accountable for accuracy of content and for fulfilling designated responsibilities, such as meeting all publication deadlines and honoring contractual agreements with publishers, printers, and the College.
4. Institutional authorities have a responsibility to provide written clarification of the roles of student publications and the College radio station, including the standards used in their evaluation, and the limitations on external control of their operation. Advisors will guide and assist editors and managers in their respective organizations by being accessible for advisement, particularly in sensitive matters.
5. As safeguards for the editorial freedom of the student communication activities, the following provisions are necessary:
 - a. The students involved in communication media shall be free of censorship and advance approval of copy. Editors and managers shall be free to develop their own editorial policies and news coverage.
 - b. Editors and managers of student communication media are protected from arbitrary suspension and removal because of student, faculty, or public disapproval of editorial content.
 - c. Only for proper and stated causes shall editors and managers be subject to removal.
 - d. All student publications financed by the College shall explicitly state on the editorial page that opinions therein expressed are not necessarily those of the College or student body.

VIII. OFF-CAMPUS FREEDOM OF SPEECH

1. College students are both citizens and members of the educational community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the educational community, they are subject to the obligations that accrue to them by virtue of this membership.
2. Activities of students may result in violation of the law. In such cases, institutional officials shall be prepared to apprise students that they could seek sources of legal counsel.
3. Students who violate the law may incur penalties prescribed by civil authorities and the College.
4. It is the obligation of King's administrators to suspend or dismiss from College any student charged with or found guilty of a felony.

IX. DISCIPLINARY STANDARDS AND PROCEDURES

1. The enhancement of responsible behavior is the desired outcome of the entire educational process, especially through instruction, mentoring, counseling, and admonition. This Student Conduct Code was developed and published by King's College to comply with its responsibility to set standards for student behavior in many areas of College life.
2. Students shall have the opportunity to participate in the formulation of disciplinary regulations through representatives designated by the Student Government.
3. Students shall have available to them information about the College regulations and disciplinary policies. Changes in the policy are published through ordinary means.
4. In disciplinary cases, procedural fairness requires that the student:
 - a. Be informed of alleged violations at least three days prior to the hearing
 - b. Be given a hearing with an Administrative Hearing Officer or College Student Conduct Panel in compliance with the College student conduct procedures
 - c. Have an opportunity to present evidence on their behalf, and
 - d. Have the right to appeal.
5. The College will not be arbitrary in deciding disciplinary actions. College authorities will not use harassment, intimidation, and/or threat on educational evaluation when seeking information about student conduct.
6. Under ordinary circumstances, a student's status and their right to be present on campus and attending classes should not be affected while disciplinary action is pending. King's reserves the right to issue an interim suspension

prior to the hearing process if a student's presence on campus poses a danger to themselves, others, or College community or property or charged with or found guilty of a felony. It is the student's responsibility to notify the College of any arrest or conviction for a felony, this includes offenses that take place prior to matriculation or prior to graduation.

X. RESIDENCE LIFE/STUDENT HOUSING

1. The College views the residential experience as beneficial to human development. Therefore, it is a valuable part of the College program for those students who qualify and choose to reside on campus.
2. The College and students shall assume proper legal responsibility when dealing with housing and student leasing.
3. The residence hall contract and apartment lease will clearly state the responsibilities that the student and the College have within the housing agreements.
4. Students have an opportunity to offer recommendations about terms of the residence hall contract or apartment leases; these suggestions may be incorporated in future contracts.

XI. ADMINISTRATIVE COMMUNICATION

1. Decisions made by any committee forming administrative policies and decisions relating to students shall be made public, and whenever possible, include reasons for the policy.
2. Students may appear before College committees that formulate policy. Such requests shall be made in accordance with the procedures of each committee and initiated by writing to the chairperson of the particular committee, indicating the matter one wishes to present, and requesting that it be put on the committee's agenda.
3. Students are free to meet with members of the administration, subject to the normal procedures of setting up appointments.
4. King's informs students, upon request, of the reasons for changes in College fees including, but not limited to, lab, orientation, graduation, health, tuition, room, board, and other related fees.
5. King's also informs students via Student Government of the disposition of the Student fees.

Revisions to 1973 approved document, accepted 1988.

STUDENT CONDUCT SYSTEM

King's College, a Catholic College sponsored by the Congregation of Holy Cross, provides students with a liberal arts education that will allow them to further the development of their minds and hearts. The College aims to achieve this goal of enriching students' intellectual, moral, and spiritual lives by promoting the following core values:

- **Spirituality:** Inspiring students to adopt behaviors that follow in the footsteps of Christ
- **Respect:** King's College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors
- **Integrity:** Expecting students to accept a high level of responsibility and honesty to self, others, and the community
- **Scholarship:** King's College students exhibit high-minded decision-making skills that are reflective of their desire to grow in knowledge

Students are encouraged to develop the capacity for critical thinking and good judgment and to engage in a sustained and independent search for truth. All members of the King's College community have a shared responsibility to create and respect conditions conducive to the development of the whole person.

The Student Bill of Rights and Responsibilities serves to delineate the essential values and expectations of students as members of the educational community.

A. AUTHORITY

The Associate Vice President for Student Affairs and Dean of Students or designee is the Chief Student Conduct Officer for the College. Administrative hearing officers are the Associate Vice President for Student Affairs and Dean of Students, Director of Housing and Residence Life and other staff, as assigned. As the Chief Student Conduct Officer, the Associate Vice President for Student Affairs and Dean of Students is responsible for interpretation of the Student Conduct Process and the Student Code of Conduct, excluding the Academic Integrity Policy.

The College retains the right and ability to adjust any conduct process described herein as it deems appropriate and necessary, in its discretion, given the facts and circumstances.

B. JURISDICTION

As a student at King's College, you are a member of several communities. Among them are the City of Wilkes-Barre, Township of Wilkes-Barre, Luzerne County, Commonwealth of Pennsylvania, the United States of America, and the College. Because of your membership, you are subject to the conduct codes of each of these communities.

The Student Conduct system will have jurisdiction over incidents that take place on campus, and at events sponsored by the College or student organizations registered by the Office of Campus Activities and/or the Student Government Association. The College reserves the right to discipline students for behavior that takes place off campus. Any complaint made to the College administration concerning inappropriate student behavior off campus, especially involving damage to property, violence, disruption to neighbors and/or alcohol abuse, is subject to disciplinary action by the College.

The Associate Vice President for Student Affairs and Dean of Students or designee decides whether to conduct hearings for off-campus incidents. Cases involving Sexual Harassment, including sexual assault and sexual harassment, are subject to the Sexual Harassment (Title IX) Policy. Cases involving alleged violation of the Academic Integrity Policy are heard through the Academic Integrity Procedures as determined by the Office of Academic Affairs.

C. TERMS

Accused Student: a student who is alleged to have violated the Student Code of Conduct or other College policy.

Administrative Hearing: a hearing conducted by a single administrator where the Accused Student, Complainant or others with information may be present, through which the Accused Student is determined to be responsible or not responsible.

Administrative Hearing Officer: a staff member designated to coordinate the disciplinary process and when the informal disposition process is used determines if a student has violated the Student Code of Conduct.

Advisor: an employee or student at the College who provides support and/or advice to the Accused Student or Complainant in a hearing. The Advisor may not actively participate in the hearing process. The Advisor may not be an attorney except in certain circumstances as defined in the procedures.

Appeal: a written request by a student found responsible of the Student Code of Conduct for the review of the finding of responsible or sanction by a designated administrator.

Associate Vice President for Student Affairs and Dean of Students or designee: the administrator who oversees and coordinates the Student Conduct Process. Serves as the Chief Student Conduct Officer, an Administrative Hearing Officer and appeal officer. Reference to the Associate Vice President in this document refers to the Associate Vice President for Student Affairs and Dean of Students or designee.

Attorney: a person who earned a law degree or is a member of the bar in any state or commonwealth.

Campus: the geographic property of King's College including properties owned, leased, or rented by the College. The campus includes property in the City of Wilkes-Barre and Township of Wilkes-Barre.

Chief Student Conduct Officer: the administrator, the Associate Vice President for Student Affairs and Dean of Students or designee who is responsible for overseeing the operation of the Student Conduct Process.

College: King's College, a legal entity recognized by the Commonwealth of Pennsylvania.

College Student Conduct Panel: The panel including students, faculty, and staff who hear cases of alleged student violations of the Student Code of Conduct that takes place on campus.

Community Service: a sanction of work completed on campus or in the local community at a nonprofit agency approved by the Administrative Hearing Officer.

Complainant: the person or entity who files a report alleging a violation of the Student Code of Conduct. This person may be an employee, student at the College or a person outside of the College community.

Employee: any person who is recognized by the Office of Human Resources as an employee—faculty, staff, student aide, resident assistant, resident counselor, coach.

Faculty: an employee hired by the College to conduct classroom or teaching activities on a full or part time basis or otherwise designated by the College.

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FERPA: Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, which requires educational institutions to establish and follow policies governing student records.

Guest: a person who is not an employee or student at the College.

Hearing: a meeting at which the Complainant and Accused Student are requested to attend, along with other persons with related information, conducted by an Administrative Hearing Officer or College Student Conduct Panel to determine if the Accused Student is either responsible or not responsible for violations of the Student Code of Conduct.

Informal Administrative Disposition: a decision-making process through which the student is determined to be responsible or not responsible by an administrative hearing officer through an investigation process but without a hearing.

Policy: a document that establishes procedures or requirements for behavior.

Preponderance of Evidence: the level of information for a student to be found responsible. It is defined as the offense more likely than not occurred.

Prior Record: documentation that a student has violated the Student Code of Conduct, which is part of the student's record in the Office of Student Affairs. Incidents where the student has been found not responsible are not part of the prior record but may be contained in the student record.

Responsible or Not Responsible: the student is determined to be responsible or not responsible for violation of the Student Code of Conduct or College policies based on the preponderance of the information available.

Restitution: payment for damage or loss of property or for expenses another person or the College suffered due to prohibited behavior. Restitution must be paid; community service may not be substituted.

Sanction: a requirement a student must abide by or complete when found responsible of the Student Code of Conduct.

Sexual Misconduct: harassment or sexual behavior against another person. Please see the Sexual Harassment Policy for definitions and procedures.

Staff: Individuals, who develop, maintain, implement, and oversee various programs, functions, and activities of the College.

Student: an individual who is matriculated for undergraduate or graduate courses on a full or part time basis, persons in non-degree or certificate programs at the College or is registered for class for the current or future semesters, inclusive of times during college breaks, vacation periods, athletic pre-camp, new student orientation, and senior/graduation week.

Student Organization: a student group recognized by the Office of Campus Activities, Student Government Association, a College department, or intercollegiate athletic team.

Student Record: official record of the student held in several offices of the College including, but not limited to, Student Affairs, Residence Life, Registrar, Career Planning, Student Health Center, Counseling Center, and other offices.

Title IX: federal law which protects discrimination based on sex.

Witness: a person who has information concerning an alleged violation of the Student Code of Conduct.

D. RIGHTS OF THE ACCUSED STUDENT

The Accused Student has the right to:

1. Be informed of the specific alleged violations of the Student Code of Conduct
2. Be informed of the identity of the Complainant
3. Have a hearing as determined by the majority of the accused in a case
4. Be notified in writing, at least three days prior to the hearing, of the alleged violations and the date, time, and place of the hearing
5. Select an advisor, providing the advisor is (a) a regular member of the faculty, staff, or student body of the College, and (b) not an attorney, except in special circumstances (see section N.1)
6. An appeal. The Accused Student forfeits their right to appeal if they fail to meet with the Administrative Hearing Officer or fail to attend a hearing.

E. INITIATION OF COMPLAINT

Any member of the College community (e.g., student, staff, faculty, employee, or member of the public) may initiate a complaint by contacting the appropriate Student Affairs staff member or Campus Safety and Security staff.

The College Student Conduct Process addresses cases of alleged violation of the Student Code of Conduct that have taken place within the later of twelve months of the alleged offense or within twelve months from the time the Complainant or victim learns the identity of the accused.

F. PRELIMINARY INVESTIGATION

The Administrative Hearing Officer will conduct a preliminary investigation. The preliminary investigation will consist of reviewing the complaint, gathering additional information, and may include interviewing witnesses.

G. NOTIFICATION OF ACCUSED.

The Administrative Hearing Officer will notify the Accused Student of the alleged violations and refer the student to the Student Handbook for information concerning the discipline process. The student is allotted at least three days to schedule an appointment with the Administrative Hearing Officer. If a student fails to contact the Administrative Hearing Officer within the deadline identified in the notification email and schedule an appointment, a decision will be issued in the student's absence and the student will forfeit their right of appeal. Notification letters will be sent to the student's College email account. It is the student's responsibility to regularly check their email account.

H. MEETING WITH THE ADMINISTRATIVE HEARING OFFICER

1. The Administrative Hearing Officer will discuss the alleged violation of the Student Code of Conduct with the Accused Student. The Administrative Hearing Officer will inform the student of their rights for disciplinary proceedings and provide the Accused Student with the Student Rights Form to be completed and returned to the Administrative Hearing Officer. The Administrative Hearing Officer may dismiss the complaint due to lack of evidence after discussing the alleged violation with the Accused Student.
2. The accused student will receive from the Administrative Hearing Officer:
 - a. A copy of the written referral or complaint to read
 - b. A statement of rights of the Accused Student for the Student Conduct Process
3. If the Administrative Hearing Officer does not dismiss the complaint, the student may
 - a. Request an administrative hearing of the case (see section K)
 - b. Request a College Student Conduct Panel disposition of the case (See section J)
 - c. Accept the decision of the Administrative Hearing Officer based on the preliminary investigation Not specify the type or disposition (Informal Administrative Decision, Administrative Hearing, or College Student Conduct Panel), accept the decision of the Administrative Hearing Officer, or respond to the alleged violation(s). In this situation, the Administrative Hearing Officer will conduct an informal administrative disposition of the case.
4. Minor offenses, as identified in Regulation X of the Student Code of Conduct, will be heard in conformity with the informal hearing process. Some examples of minor offenses or violations of the Student Code of Conduct are those pertaining to quiet hours, visitation, escort, and unintentional fire alarms.
5. In some instances, a student chooses a College Student Conduct Panel disposition for their case during times when a College Student Conduct Panel is not available or may not be able to deliberate quickly enough. This may happen during break periods, final examinations or during the summer sessions. In this event, the Associate Vice President for Student Affairs and Dean of Students, or designee, may decide that the student must wait until the following full semester to have their case heard by the College Student Conduct Panel, and the student must accept any consequences of the delayed ruling. The Associate Vice President for Student Affairs and Dean of Students or designee may determine that the case will be heard by Informal Administrative Disposition or Administrative Hearing.
6. If the student does not return the Student Rights Form to the Administrative Hearing Officer within one business day of the meeting or does not meet with the Hearing Officer, the case will be determined through the Informal Administrative Disposition process.
7. When there is more than one accused Student in an incident, each student will submit individually their request for one of the hearing or informal disposition options. If a student requests an individual hearing when there is more than one accused in a case, the student must specify their reason for requesting an individual hearing. The Associate Vice President will decide this request for a separate hearing is granted. If the Accused Students responding choose different hearing processes the choice of the majority will be followed; in the case of a tie the Informal Administrative Disposition will be conducted.
8. The accused student may obtain a copy of the security or narrative report once the disposition or hearing process is concluded. The names of students or other non-staff members involved will be redacted, and witness statements will not be included in the distribution of the report.

I. INFORMAL ADMINISTRATIVE DISPOSITION

The purpose of the Informal Administrative Disposition process is to provide a non-adversarial atmosphere for adjudicating alleged violations of the Student Conduct Code. When a student meets with the Administrative Hearing Officer for an informal administrative disposition, the following actions shall take place.

1. A description of the alleged incident and alleged violations of the Student Conduct Code will be provided by the Administrative Hearing Officer.
2. The Accused Student shall be permitted to provide information including their own testimony and the testimony of witnesses. Witnesses may be heard individually, or in groups, as determined by the Administrative Hearing Officer.
3. The Administrative Hearing Officer will determine if the Accused Student is found responsible or not responsible. If the determination is that the Accused Student is responsible, the Administrative Hearing Officer will issue a sanction.
4. The determination of responsibility must be based on a preponderance of evidence defined as more likely than not to have occurred.
5. The Accused Student may accept or reject the finding of the Administrative Hearing Officer. This decision must be made within three administrative working days of the decision being issued.
 - a. If the Accused Student does not specify their acceptance/rejection, the decision will be imposed as issued.
 - b. If the student rejects the decision, they may appeal the decision to the Vice President or designee for appeal.
6. The following procedural guidelines will be used in informal administrative disposition:
 - a. If the Accused Student fails to respond to the notification from the Administrative Hearing Officer, the case will be reviewed, and a decision will be issued without the Accused Student present. The Accused Student forfeits their right to appeal if they fail to meet with the Administrative Hearing Officer or College Student Conduct Panel.
 - b. The Administrative Hearing Officer will use the student's prior record in determining the student's sanction, if any, but not in determining whether the Accused Student is responsible.

J. THE COLLEGE STUDENT CONDUCT PANEL

The College Student Conduct Panel (CSCP) provides an objective and unbiased means of ensuring that the rights of the individual and community are protected. The College Student Conduct Panel is to dispose of disciplinary cases, and to make recommendations as to whether a violation of the Student Code of Conduct has occurred, as well as recommendation of sanctions. The membership pool of the College Student Conduct Panel will consist of six students, four full-time faculty and four full-time non-faculty employees (staff). College Student Conduct Panel members are appointed for a two-year period.

1. Selection of Student Panel Members: The student panel members are chosen through an application and interview process conducted by a selection committee consisting of the Associate Vice President for Student Affairs and Dean of Students or designee, the Director of Housing and Residence Life, the President of Student Government or designee, and a Resident Assistant. The Associate Vice President for Student Affairs and Dean of Students or designee will coordinate the application process, interviews, and College Student Conduct Process hearing process. The student members:
 - a. must have a minimum grade point average of 2.50, and
 - b. may not be a member of the Residence Life Staff

The selection committee may appoint up to two alternates for the College Student Conduct Panel. The Associate Vice President for Student Affairs and Dean of Students or designee will appoint student alternates to the College Student Conduct Panel if vacancies occur on the Panel.

2. Selection of the Faculty and Staff Panel Members: All full-time faculty and staff (non-faculty employees) are eligible to be appointed to the College Student Conduct Panel. Faculty Council will oversee the selection and appointment of four faculty members to be part of the College Student Conduct Panel. Staff Council will appoint four staff members to serve on the College Student Conduct Panel. Members will be appointed to the College Student Conduct Panel for a period of two years. Faculty Council and Staff Council will make their appointments by September 15 of each academic year.
3. Appointment of College Student Conduct Panel Chairpersons: The Associate Vice President for Student Affairs and Dean of Students or designee will appoint at least three members of the College administration who are fulltime employees to serve as the hearing chairpersons. Each chairperson will be trained in facilitating the hearing process but will not vote on the determination responsibility or sanction. The chairperson will be appointed by September 15 of each academic year.
4. Training: All members of the College Student Conduct Panel must complete a training session of no less than two hours that is conducted between September 16 and October 1 of each academic year. The training will include hearing

procedures, decision making and deliberations, the Student Code of Conduct and other topics related to the hearing process.

5. Hearings will be conducted by the College Student Conduct Panel: In cases of alleged violation of the Student Conduct Code, the College Student Conduct Panel will consist of two students, and three faculty or staff members. Each hearing must include at least one faculty and one staff member serving on the panel along with an administrator chairperson. The chairperson will facilitate the hearing and participate in discussion but will not vote on determination of responsibility or sanction. Members of the panel will be appointed on a rotating basis, as long as no conflict of interest exists. Each panel member will have one vote in deciding the case.
6. The Complainant and Accused Student in cases heard by the College Student Conduct Panel may challenge the composition of the panel for cause. Cause must include specific reasons why a member hearing the case may be biased. Challenges for cause must be made to the Associate Vice President for Student Affairs and Dean of Students or designee or hearing chairperson to the panel prior to the beginning of the hearing.
7. The Accused Student and Complainant must be notified of the time and place of the hearing and of alleged violations no less than three administrative workdays prior to the hearing. The names of the members composing the College Student Conduct Panel will be provided as part of the notice.
8. The hearing will be conducted in the order and process designated below.
 - a. The Complainant will present the alleged violations to the panel. An advisor from the King's College community may assist the Complainant. They may call witnesses to substantiate allegations.
 - b. The Accused Student may then present information. They may be assisted by an advisor from the King's College community. The accused may call witnesses on their behalf to testify.
 - c. Witnesses will be present only for their own testimony.
 - d. Summaries of the testimony can be presented by both sides.
 - e. Hearing Panel members may question all participants in the hearing.
 - f. The panel will determine if the Accused Student is responsible and recommend appropriate sanctions. A majority of the panel is required for a student to be found responsible, and for sanctions to be issued. This determination will be a recommendation to the Associate Vice President.
 - g. The Associate Vice President or designee will affirm, reverse, or modify the decision of the panel.
 - h. The Hearing Chairperson will write the panel's opinion of the case. The opinion will include:
 - Alleged violation(s) of the Student Conduct Code
 - Summary of evidence
 - Determination of responsibility
 - Recommendation of sanctions, if appropriate
9. Hearings will be closed to persons not directly presenting testimony. The Panel Chairperson may permit other College Student Conduct Panel members and Administrative Hearing Officers to be present for training.
10. Students who provide false information may be charged with Contempt (Regulation XXII).
11. All hearings will be audio taped. The audiotape will be available only to the Associate Vice President for Student Affairs and Dean of Students or designee and the Appeal Officer. The audiotape will be kept ten (10) days past the appeal date and then erased or destroyed.
12. Panel decisions and sanctions will be considered as recommendations to the Associate Vice President for Student Affairs and Dean of Students or designee. Decisions will not be effective until approved by the Associate Vice President for Student Affairs and Dean of Students. Decisions issued after approval by the Associate Vice President for Student Affairs and Dean of Students or designee may be appealed by the accused student to the Vice President for Student Affairs or designee. (see section M).

K. ADMINISTRATIVE HEARING

The Accused Student may choose to have the case heard by an Administrative Hearing Process, which follows the same procedures as a College Student Conduct Panel except the decision will be made by the Administrative Hearing Officer.

L. RESIDENCE LIFE HEARINGS AND APPEALS

Violations of the Student Conduct Code that occur in a residence hall or a College-operated student apartment building may be heard by the Director of Housing and Residence Life or the Assistant Director of Residence Life who will be Administrative Hearing Officers. The Director of Housing and Residence Life and the Assistant Director of Residence Life will follow the same procedures as outlined in the informal disposition process section. The Director of Housing and Residence Life will hear appeals from the Assistant Director of Residence Life.

M. APPEALS

Regarding appeal deadlines, the student is required to file, within three business days, an appeal of the decision from the Administrative Hearing Officer or College Student Conduct Panel, as stated in the decision letter. It is the student's obligation to read their College email each day. Failure to read College email will not be considered grounds for extending the appeal deadline or for filing a late appeal.

If a student fails to meet with the Administrative Hearing Officer within the deadline in the notification letter or email, a decision will be issued in the student's absence and the student will forfeit their right of appeal. Appeals will not be accepted if submitted after the deadline stated in the decision notice or letter.

Students must submit appeals in person, in a letter (email or voicemail will not be accepted) to the administrator identified in the decision letter during office during normal College business hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.; offices are closed on weekends and College holidays). Appeal letters sent by mail must be sent Return Receipt Requested and be postmarked prior to the deadline date stated in the decision letter.

Appeal Deadline Extensions

Extensions for deadlines will only be considered in specific circumstances.

1. Conflict with academic requirements, preparing for a test, presentation, or similar assignment or event may extend an appeal deadline. The student must request the extension of the Associate Vice President for Student Affairs and Dean of Students or designee during normal business hours prior to the deadline date. The extension will be for no more than three business days.
2. An appeal deadline may be extended when it conflicts with a College holiday or break when the appeal must be sent by mail. The student must request the extension prior to the original deadline. The extension will be for no more than three business days.
3. Other circumstances that arise may be cause for an extension only if requested prior to the original appeal deadline.
4. If an appeal is granted, the appeal letter must be submitted by the extended deadline date and time in the same manner as indicated above. Appeals will not be considered if the student fails to attend a meeting with the Administrative Hearing Officer or College Student Conduct Panel or fails to check their College email, among other reasons.

Filing an Appeal

Students must file appeals following the guidelines below:

1. The student must submit a typed letter to the designated appeal administrator at the time of submitting the appeal; the student will schedule an appointment with the designated appeal administrator or designee. The designated appeal administrator is indicated in the decision letter.
2. The letter must specify at least one of the four reasons for appealing stated below in the Circumstances and Process. A rationale for the appeal must be included with this letter.
3. The student must state the desired outcome they are seeking by filing an appeal.
4. The student must state contact information in their letter; specifically, telephone number and email address.

Circumstances and Process

The basic premise of an appeal is to ensure that the Accused Student's rights to a fair and just outcome are reached. The appeal is not a rehearing of the original case. When processing appeals, the Appeal Officer (Vice President, Associate Vice President/Dean or designee) will review the written appeal material and meet with the appropriate parties as necessary to issue a decision.

1. In the opinion of the Appeal Officer, if the written appeal does not demonstrate significant cause for further consideration, the appeal will be rejected, and the student will be notified in writing. The letter of appeal must be submitted clearly identifying the circumstance or reason for appeal, information, and rationale for the reason for appeal and the desired outcome of the appeal.
2. The appeal must be based on at least one of the following circumstances:
 - a. **Denied due process:** The appeal is based on the student being denied due process.
 - b. **Erroneously found responsible for a regulation:** On occasion, a student may disagree that they were actually responsible for a regulation.

- c. **An overly harsh sanction:** If the appeal is based on the student's belief, they received an overly harsh sanction, the Vice President or designee may meet with the student and the Administrative Hearing Officer or Panel Chairperson. The Accused Student may appeal for an overly harsh sanction only if the sanction issued exceeds the minimum recommended sanctions as published in the Student Handbook.
- d. **New Information:** New information is information that was not known at the time of the original hearing. The following do not constitute new information:
 - A witness who was known to the student, but who did not testify at the hearing.
 - The student did not ask someone to testify.
 - The student did not disclose information at the hearing that was known at the time of the hearing.

A student may not appeal based on new information if they did not appear at the hearing or meeting with the Administrative Hearing Officer. If the Appeal Officer decides that the student indeed has new information, the student then goes on to choose an administrative hearing or informal administrative disposition for the case including the new evidence.

3. The Appeal Officer may meet with the Accused Student, the Complainants, Administrative Hearing Officer, Chairperson of the panel, or witnesses, either in person or by telephone.
4. The Appeal Officer may reverse, modify, or uphold the original decision issued by the Administrative Hearing Officer, or panel, except as noted above. The Appeal Officer will notify the appealing Student, Administrative Hearing Officer, and complainant of the outcome of the appeal.
5. The decision of the Appeal Officer is final.

N. GENERAL RULES OF PROCEDURE

1. Attorneys may serve as advisors in Student Conduct cases when (a) criminal court(s) have charged the student for the same incident the College Student Conduct System is hearing and/or (b) the College or Complainant has an attorney present at a hearing.
2. Advisors at hearings may only assist the Accused Student or Complainant in the hearing. The Advisor may not make any statements or presentations during a hearing or meeting with the Administrative Hearing Officer or designated appeal officer. The Complainant or the Accused Student who chooses to have an Advisor must notify the Associate Vice President for Student Affairs and Dean of Students or designee at least two business days in advance of the hearing. The Advisor is to meet, in person or by telephone, with the Associate Vice President to review the hearing procedures and the role of the Advisor on the hearing and meetings.
3. When there is more than one accused Student in an incident, each student will submit individually their request for one of the hearing or informal disposition options. If a student requests an individual hearing when there is more than one accused in a case, the student must specify their reason for requesting an individual hearing. The Associate Vice President of Student Affairs and Dean of Students or designee will decide this request for a separate hearing is granted. If the Accused Students responding choose different hearing processes the choice of the majority will be followed, in the case of a tie the Informal Administrative Disposition will be conducted.
4. A preponderance of evidence is required to find a student responsible of the Student Code of Conduct. Preponderance is defined as the offense more likely than not occurred.
5. The Complainant for a referral may be a student, staff, member of the public, or faculty member in the College. In some situations, it is necessary to protect the community, but the Complainant refuses to file a complaint. In such instances, the College will serve as the Complainant, and a staff member will represent the College.
6. Information presented in a Student Conduct proceeding may be physical evidence, oral testimony, or written testimony. Hearsay testimony is information presented of which the witness has no first-hand knowledge. Written statements presented at a hearing where the author of the statement is not present is hearsay information. Hearsay information may be used to support first-hand information but shall not be used as the primary information in determining a violation.
7. Prior record: In cases involving alleged violations of the Student Conduct Code, the prior record will be a summary of the student's disciplinary record and will be prepared by the Associate Vice President for Student Affairs and Dean of Students or designee. The prior record will be given to the panel if the student is found responsible of the Student Code of Conduct. The prior record can be used to determine the appropriate sanction for the student found responsible.
8. Restitution is the cost of fixing or replacement due to damage caused to property either College, personal or government owned, and the property may be on or off campus. The administrative hearing officer or Appeal Officer

will determine the dollar amount of the restitution based on information they receive for the cost of repair or replacement. The College Student Conduct Panel will not determine restitution. The amount of restitution cannot exceed the cost of repair or replacement and cannot be less than the cost of repair or replacement.

9. The results of all Student Conduct process cases are confidential and not to be released to any unauthorized persons. Student disciplinary records are governed by the College's Record Policy (FERPA). In all cases, authorized persons are required not to divulge the outcome of a case to any other person. Failure to adhere to this policy will result in discipline and/or employment action, and exclusion from receiving outcomes of disciplinary cases. In accordance with federal statute, all survivors of violent crimes and sexual assault, upon request to the Associate Vice President or designee, may receive the outcome of their case. At the discretion of the Associate Vice President or designee, the Complainant in the case and College officials with a need to know may be informed of the outcome of the case. With the permission of the student, disciplinary record information may be supplied to third parties for the purpose of reference or records checks. The College will provide disclosure of student conduct records after being served an order by a court.
10. If an Accused Student of an offense of the Student Code of Conduct withdraws from the College, or is suspended or dismissed from the College, the Student Conduct process for pending cases will proceed at the discretion of the Associate Vice President or designee through the Informal Administrative Disposition process.
11. Directives may be issued by the Associate Vice President for Student Affairs and Dean of Students or designee. The Associate Vice President for Student Affairs and Dean of Students or designee may order a student not to have contact with another student or employee, on or off campus. This order may include directing the person not to enter or use specified College facilities, or campus properties leased or rented by the College. This directive may be for a specific period of time or indefinitely. The directive may be issued while a complaint is being investigated by the Associate Vice President's or designee's Office, or because of a decision issued through the Student Conduct process. In cases where a student is suspended or expelled from the College for disciplinary reasons, the student is prohibited from being on College property or attending any event sponsored by the College or its organizations on or off campus.
12. The Associate Vice President for Student Affairs and Dean of Students or designee may issue a letter of no trespass to any person whose presence on campus is deemed disruptive to the campus, or to individuals in the College community. Anyone violating the no trespass order will be referred to local authorities.
13. The College will conduct the Student Conduct process on campus and pursue the investigation independent of any criminal or civil actions arising out of the same incident. The decision of the College Conduct process is independent of any criminal court proceedings.
14. The College will suspend a student when there is a pending felony charge by the courts (local or federal authorities of our commonwealth or other states). King's College will not enroll students who are on probation (or other sentence) for a felony charge. Current students with a felony conviction will be suspended until completion of the probation, parole or other sentence. Students or accepted students are required to notify the Associate Vice President for Student Affairs and Dean of Students or designee within two business days of an arrest or conviction for a felony offense regardless of jurisdiction.
15. When sufficient evidence exists that a student is a danger to the community prior to and/or during the hearing process, the College may issue an interim suspension if ordered by the Vice President for Student Affairs or designee or Associate Vice President for Student Affairs and Dean of Students or designee.
16. The Student Conduct Procedures will be reviewed no less than once every five years.
17. The Student Code of Conduct and the Student Conduct Procedures may be updated and altered as deemed appropriate by the College.

O. SANCTIONS FOR VIOLATION OF THE STUDENT CONDUCT CODE

The hearing officer will determine all sanctions considering the seriousness of offense, if multiple violations exist for the same incident, prior record, impact on the victim and College, and the violator's understanding of the situation and honesty. Accused Students who do not meet with the Administrative Hearing Officer by the deadline issued to them will be found responsible and forfeit the right to appeal. When more than one regulation is violated, the Administrative Hearing Officer or College Student Conduct Panel will combine sanctions in a manner consistent with the seriousness of the offenses.

1. Censure is a written reprimand that can be used as a prior record if further violations occur.
2. Restitution involves compensation for damage or offense committed via payment of money. Restitution of the replacement cost is for damages or stolen items. Cleanup and repair are charged at the overtime rate for each employee.

3. Response fee: for incidents where staff members must respond due to the student's behavior, the student will be charged \$35 per hour, per employee responding, which includes responding on campus, off campus, at the hospital or other locations.
4. The Hearing Officer or panel determines monetary sanction amounts. Fines, if approved by the Hearing Officer, can be substituted with community service at an approved site at a rate of \$10 per hour.
5. Disciplinary probation with parental/guardian notification is for a specific period of time (not less than one semester, not more than two years) in which any further disciplinary violations may result in the student's suspension from College. Probation may include restrictions from student housing, participation in co-curricular activities including athletics, meeting with a member of the Student Affairs staff, etc. Students on disciplinary probation subject themselves to suspension from King's College when a second offense of the Student Code of Conduct or College policies occurs.
6. Supplementary sanctions include community service, work discipline, temporary or permanent confiscation of property, restriction from involvement in student activities (including clubs, organizations, or intercollegiate sports), drug/alcohol testing conducted at off campus service providers at the student's expense, alcohol education programs or treatment at the student's expense or other restrictions. When contraband items are seized by the staff (for example, paraphernalia, scales, rolling papers, knives, weapons, etc.) they may be destroyed and not returned to the student. Drugs or illegal items will be turned over to the police.
7. Educational sanctions include counseling on or off campus, participation in treatment program(s), developmental experiences, and assessments for emotional or alcohol/drug abuse, papers, bulletin boards, or other activities ordered by the Administrative Hearing Officer, or College Student Conduct Panel.
8. Residence hall suspension: The student may be denied College-owned housing for a specific period.
9. Required Counseling: Students may be required to attend counseling on or off campus if found responsible of a regulation. Counseling will be required when determined by the Administrative Hearing Officer, or College Student Conduct Panel. The student is responsible for payment for counseling fees and assessment.
10. Suspension separates the student from the College for a period no less than one full semester. Suspensions include a notice of no trespass; conditions may be required for readmission and conditions may apply if readmitted.
11. Dismissal is the permanent separation of the student from the College. Dismissal includes a notice of no trespass.
12. Any violation of the Student Code of Conduct motivated by the Victim's or Complainant's racial identity, national origin, ethnicity, gender, gender identity, religion, disability, or sexual orientation shall subject a student to a more severe sanction than would ordinarily accompany that violation.
13. When there is more than one accused Student in an incident, each student will submit individually their request for one of the hearing or informal disposition options. If a student requests an individual hearing when there is more than one accused in a case, the student must specify their reason for requesting an individual hearing. The Associate Vice President or designee will decide this request for a separate hearing is granted. If the Accused Students responding choose different hearing processes the choice of the majority will be followed, in the case of a tie the Informal Administrative Disposition will be conducted.
14. Monetary sanctions and/or restitution not paid, or other sanctions not completed by the date specified, will result in the student's records (grade reports, transcripts, recommendations) being withheld, and the student's exclusion from participation in extra or co-curricular activities and intercollegiate athletics. Continued failure to comply with existing sanctions will result in additional disciplinary sanctions.

Recommended Minimum Sanctions

The table includes recommended minimum sanctions for most violations of the Student Code of Conduct. The Administrative Hearing Officer, Student Conduct Panel and Appeal Officer have the discretion to adjust the sanctions when there are multiple offenses, consideration of the student's prior disciplinary record and for offenses not listed in the table. Other sanctions may be issued, including but not limited to, counseling, alcohol and/or drug education, alcohol or drug counseling treatment, educational programs, community service, and restitution. All costs for alcohol and drug assessment, drug testing, off campus counseling and transportation are paid by the student. College housing fees, deposit, meal plans and tuition refunds for students suspended or dismissed from the College or College housing follow the College's refund policy. Parental/Guardian notification takes place for all cases when the sanction includes disciplinary probation and/or for violations involving the use, possession, sale, or items related to alcohol and drugs.

Section	Brief Description	First Offense	Second Offense
Academic Integrity	Cheating, plagiarism, etc.	See Academic Integrity Policy	See Academic Integrity Policy
Disorderly Conduct	General disorderly	Censure and \$50 to \$100 fine	Probation, \$100 fine, counseling
Disorderly Conduct	Fighting, assault	Probation or Suspension, \$125 fine	Suspension one year
Disorderly Conduct	Harassment	Censure or probation, \$75 fine	Probation or suspension, \$150 fine
Disorderly Conduct	Lewd behavior	Censure, \$75 fine, restitution	Probation, \$150 fine, restitution
Fire Safety and Emergencies	Tampering, stealing fire equipment	Probation, \$200 fine, restitution	Suspension one year, restitution
Fire Safety and Emergencies	Setting or causing a fire/smoke	Probation or suspension, \$125 fine, restitution for college and personal property, \$150 fire department fee	Suspension, \$200 fine, restitution for college and personal property, \$150 fire department fee
Fire Safety and Emergencies	Failure to leave when fire alarm sounds	Censure, \$50 fine	Probation, \$150 fine
Fire Safety and Emergencies	Possession or use of fireworks	Censure, \$50 fine, if used probation and \$100 fine	Probation, \$150 fine
Fire Safety and Emergencies	Removing or tampering with posted fire instructions/signs	Censure, \$50 fine, restitution	Probation, \$100 fine, restitution
Fire Safety and Emergencies	Setting off the sprinkler system	Probation, \$200 fine, restitution for cleanup and damage to college and personal property, \$150.00 fire department fee	Suspension, \$20 fine, restitution for cleanup and damage to college and personal property, \$150 fire department fee
Alcohol and Other Drugs	Underage use, presence, or possession of alcohol	Censure, \$75 fine, parental notification	Probation, \$125 fine, weekend alcohol education program, parental notification
Alcohol and Other Drugs (regardless of age)	Intoxication or under the influence of alcohol or drugs, medical treatment	Probation \$100 fine, weekend alcohol education program, parental notification	Probation, \$150 fine, allow assessment/treatment, parental notification
Alcohol and Other Drugs	Unlawful possession of drugs	Marijuana (small amount): probation with parental notification, \$250 fine, drug assessment/treatment, drug testing. Larger amounts suspension and treatment	Dismissal
Alcohol and Other Drugs	Drug sales, providing drugs to others	Suspension one year	Dismissal
Alcohol and Other Drugs	Furnishing alcohol to underage person	Probation, parental notification, \$150. fine per person underage	Probation, parental notification, \$300 fine per person underage
Alcohol and Other Drugs	Common container, kegs, punch bowls	Probation, \$150 fine	Probation, \$400 fine
Alcohol and Other Drugs	Possession of drug paraphernalia	Probation, parental notification, \$100 fine, drug assessment/treatment, drug testing	Suspension one year
Alcohol and Other Drugs	Presence when drugs are used	Probation, parental notification, \$125 fine	Probation, parental notification, \$250 fine
Alcohol and Other Drugs	Possession of drinking game materials	Censure, \$50 fine	Probation \$75 fine
Alcohol and Other Drugs	Alcohol/caffeine drinks, bath salts, synthetic marijuana	Probation, parental notification, \$100 fine, drug assessment/treatment	Suspension one year
Alcohol and Other Drugs	Items related to drug sales	Probation, parental notification, \$250 fine, drug assessment/treatment, drug testing	Dismissal
Alcohol and Other Drugs, students who are over 21 years of age	Open container in public, alcohol exceeding what is permitted	Censure, \$75 fine	Probation, \$150 fine
Theft	Stealing on or off campus, textbooks, library materials, street signs	Probation, \$100 fine, restitution	Suspension one year
Falsification of college records, misrepresent on or off campus	Providing false information on college records, altering records, hindering or misleading an official, misrepresent in competitions/contest	Probation, \$100. fine	Suspension
Student identification or government ID card	Lending College ID or government issued ID to another	Censure or probation, \$75 fine	Probation, \$150 fine

	person, failure present ID upon request		
Damage to property	Damage to any property, belonging to anyone on or off campus, College property	Probation, \$100 fine, restitution	Probation or suspension, fine and restitution
Failure to follow a directive	Failure to follow a directive issued by the Student Affairs Office	Probation, \$100 fine	Probation or suspension, fine
Firearms, weapons	Possession of weapons on campus, storing weapons, concealed weapons, or safety devices	Probation or suspension, \$100 fine, forfeit weapon	Suspension
Firearms, weapons	Explosive items or materials possession or use	Probation or suspension, \$200 fine	Suspension
College Housing Policies	Quiet hours	Censure, \$25 fine	Censure, \$50 fine
College Housing Policies	Visitation	Censure, \$50 fine if less than 1 hours, over an hour \$100 fine	Probation, \$100 fine
College Housing Policies	Escort policy, failure to attend floor meeting	Censure, \$25 fine	Censure, \$25 fine
College Housing Policies	Possession of candles live trees, aquariums, lounge furniture in student rooms, removing window screen, failure to follow room change or register guests, opening or closing instructions	Censure, \$25 fine	Censure, \$50 to \$100 fine
College Housing Policies	Tampering with elevators	Probation, \$150 fine, restitution	Suspension
College Housing Policies	Items or liquids thrown from window	Probation, \$75 fine, restitution, cleanup cost	Suspension
College Housing Policies	Tampering with internet, Wi-Fi, TV cable, telephone lines, cable, or equipment	Probation, \$50 fine, restitution	Suspension
College Housing Policies	Fire Safety	See fire safety section	Probation or suspension
College Housing Policies	Hindering the ability for a person to enter or leave a room	Probation, \$50 fine	Probation or suspension
Sexual Misconduct and Sexual Harassment	See sexual harassment policy		
Off Campus behavior	Adhere to the College Code of Conduct and policies off campus	Censure, \$75 fine, nuisance property classification	Probation, \$150 fine, nuisance housing policy may apply
Off Campus behavior	Dropping an item or liquid from a window or roof	Probation, \$75 fine, restitution for cleanup and damages	Suspension
Off Campus behavior	Physical assault, fighting	Probation or suspension, \$200 fine	Suspension or dismissal
Off Campus behavior	Responsible for guests off campus	Censure or probation, \$75 fine	Probation or suspension, and fine
Off Campus behavior	Littering or improper disposal of trash	Censure, \$100 fine	Probation, \$200 fine
Follow local, Commonwealth and federal law	Students cited, arrested, or charged by a government authority is prohibited.	Sanctions based on the offense.	
Shared Responsibility	Shared responsibility	Increased sanctions	Increased sanctions
Guest Responsibility	Responsible for non-student guests or identified persons	Increased sanctions	Increased sanctions
Smoking/ Tobacco, Vaping	Any use of tobacco, vaping on campus	Censure, \$25 fine	Disciplinary probation and \$75 fine, 3 rd Suspension and \$100 fine

STUDENT CONDUCT CODE

King's College is always motivated by a deep concern for the welfare of its students. The College expects its students to observe, both on and off campus, the conventional standards of behavior that derive from the Catholic-Christian tradition. This tradition is in accord with the sound reasoning of traditional philosophy, and is respected by countless persons of good will, regardless of their religious beliefs.

I. ACADEMIC INTEGRITY

See the **Academic Integrity Policy** on page 50.

II. DISORDERLY CONDUCT

- A. Students shall not act in a manner that can reasonably be expected to disturb the academic pursuits, or infringe upon the privacy, rights, privileges, health, or safety of others.
- B. The College prohibits physical assault or battery.
- C. The College prohibits any Student involvement in an activity of harassment or threats of violence including, but not limited to, written, verbal, physical, internet, social media, text messages or via phone toward another student, faculty member, or anyone else.
- D. The College prohibits lewd behavior including, but not limited to, public urination.
- E. It is prohibited for a student to audio record any meeting without the permission of the participants. For public events, students are to obtain the prior permission of the speaker/presenter.
- F. The videotaping of persons within space where there is a normal expectation of privacy (bedroom, bathroom) without the permission of the participants is prohibited.

III. FIRE SAFETY AND EMERGENCIES

The College prohibits students from:

- A. Tampering with fire safety equipment
- B. Setting any unauthorized fire(s), either directly or indirectly
- C. Causing false alarms including, but not limited to, fire alarms, bomb threats, or any false emergency
- D. Remaining in a building when a fire alarm sounds
- E. Possessing or using any type of fireworks
- F. Defacing, tampering with, or removing fire evacuation instructions posted in any student room, hallway, or public place
- G. Tampering with or activating the sprinkler system to release water
- H. The use of hoverboards, e-bikes or similar items are prohibited for use on College property. These items may not be recharged or stored in any campus facility.

IV. ALCOHOL AND OTHER DRUGS

See the **Alcohol Policy** within the Student Conduct Code on page 107.

- A. The possession or use of alcohol by students less than 21 years of age is strictly prohibited on or off campus.
- B. The College prohibits any alcohol or drug-related misbehavior.
- C. The College prohibits the unlawful possession, sale, or use of drugs not prescribed by a physician. Students are not to make such drugs available to others.
- D. The College prohibits all students from furnishing alcohol, directly or indirectly, to any person under the age of 21, or to any person who is intoxicated.
- E. Open alcohol punch bowls, communal containers (including kegs, pony kegs, beer balls), and other common source containers are not permitted on College property or at any function sponsored by the College.
- F. For students 21 years of age and older:
 - 1. The senior class may sponsor, for class members 21 years of age and older, one social event with alcohol on campus per semester.
 - 2. Students 21 years of age and older may have alcohol in limited quantities (one 12-pack or one 1-liter bottle) and consume alcohol in their residence hall rooms and apartments.
 - 3. Students 21 years of age and older may transport closed containers of alcohol on campus.
 - 4. Students must adhere to alcohol guidelines issued by the Associate Vice President for Student Affairs and Dean of Students or designee.
 - 5. Alcohol consumed at any College event, or venue where alcohol is available, may not be removed from the location.

6. Students are required to follow all rules and regulations in any College venue or event where alcohol is sold or served.
- G. The College prohibits the possession or use of drug paraphernalia intended for the use, distribution, storage, sale, or manufacturing of drugs. This includes, but is not limited to, rolling papers, pipes, water pipes, bong, glass, ceramic or other pipes. Roach clips, weighing instruments, small baggies, seeds, whippets, blow tubes, plastic bags with residue, or any other related materials.
- H. Students under the age of 21 are not to be present in dwellings, on or off campus, where alcohol is available, or where open containers are present. Being present will constitute a violation of the Alcohol Policy.
- I. Students are not to be in a dwelling or location where illegal drugs or drug paraphernalia are present.
- J. The College does not allow drinking paraphernalia in any College residence. These include, but are not limited to, beer pong tables, beer bong, beer funnels, or similar items.
- K. The College prohibits the possession or use of caffeinated beverages, energy drinks, or other food products that include alcohol (e.g., whip creams containing alcohol).
- L. The College prohibits the possession of any drug, without a valid prescription in the Commonwealth of Pennsylvania, listed as restricted or prohibited by the Commonwealth of Pennsylvania and/or Federal Drug Enforcement Administration (DEA) or identified as a drug of concern, listed by the DEA, which includes but is not limited to bath salts, DXM, Kraton, Salvia Divinorum, or similar drugs. Drugs or drug derivatives that are illegal under federal law are not permitted to be possessed or used on campus. The College also prohibits the possession of all forms of CBD (Cannabidiol), which is a compound found in marijuana and hemp products, to include all derivatives of these products.
- M. The possession of scales, small baggies, or other products associated with drug sales or intent to sell drugs, is prohibited.
- N. The College prohibits the possession or use of synthetic marijuana or other drug products.
- O. Sale, distribution, or provision of an illegal substance or drug or prescription drugs to others is prohibited.
- P. Drugs or drug derivatives that are illegal under Federal law are not permitted to be possessed or used on campus. Federal law, specifically the Drug Free Schools and Communities Act, supersedes Pennsylvania state law. The use and possession of all marijuana, which includes medical marijuana, is prohibited on campus.
- Q. The College prohibits the use of alcohol bottles as decoration.

V. THEFT, DISREGARD FOR THE PROPERTY OF OTHERS

- A. The College prohibits theft or attempted theft of any kind, as well as the possession of stolen articles. This includes all College property and items rented, leased, or placed on the campus at the request of the College. Included also are items belonging to students, faculty, staff, guests of the College, or student groups.
- B. The College prohibits students from reselling textbooks other than their own.
- C. Students shall not take, attempt to take, or keep in their possession items belonging to the Library that are not checked out in accordance with library policies. This includes items placed in the Library for display or reference.
- D. Students shall not take, attempt to take, or possess property of another person, agency, or company, either on or off campus.
- E. The College prohibits students from possessing any street, construction, traffic, College-owned, or other similar type signs, either on or off campus.

VI. MISREPRESENTATION OR FALSIFICATION OF COLLEGE RECORDS AND PERSONAL IDENTIFICATION

The College prohibits students from:

- A. Completing any college record dishonestly.
- B. Altering, counterfeiting, or forging, (or causing to be altered, counterfeited, or forged) any record, form, or document used by the College; students may also not knowingly use any such document.

- C. Hindering or misleading (or attempting to hinder or mislead) any identified College official or police authority in the performance of their responsibilities.
- D. Lending, selling, or transferring any driver's license, passport, state/federal/military ID card, or student ID card, or using identification belonging to any other person.
- E. Refusing to provide King's College ID to any College employee or police authority upon request, unless ID is being held by Esseff Hall or Holy Cross Hall security desk staff during the student's visit.
- F. Students will not misrepresent themselves or their work to others on or off campus, including, but not limited to, competitions, presentations, employment, or other activities.
- G. Students shall not exert or attempt to exert any influence on any participant in any investigation or Student Conduct Process.
- H. Possession or use of a fake identification card (e.g., King's College, state or Commonwealth driver license, passport, government-issued, or employment ID) of any type.
- I. Assisting another student in cheating, providing false information, hindering a college official or investigation.

VII. DAMAGE TO PROPERTY

- A. The College prohibits vandalism or other damage to or destruction of College property. This includes, but is not limited to, items belonging to students, faculty, staff, guests of the College, or student organizations.
- B. The College also prohibits damage or vandalism to property off campus.

VIII. FAILURE TO FOLLOW A DIRECTIVE

Students are to follow the directives of the Associate Vice President for Student Affairs and Dean of Students or designee.

IX. FIREARMS AND WEAPONS

See **Weapons Policy** on page 140.

- A. The College prohibits students from storing or possessing weapons on campus. Such weapons include, but are not limited to:
 - aerosol mace, CN, or CS
 - ammunition or other similar items used for hunting or sport
 - arrows
 - batons
 - bb guns
 - billy clubs
 - blackjacks
 - blades over 4"
 - blank guns/pistols
 - bows
 - brass knuckles
 - crossbows
 - decorative blades
 - firearms
 - hunting knives
 - knives
 - kubotans
 - martial arts equipment
 - nightsticks
 - paint ball guns
 - pellet guns
 - pistols
 - rifles
 - slap gloves
 - slapjacks
 - slingshots
 - sport blades
 - starter guns/ pistols
 - switchblades
- B. The College does not provide storage of weapons.
- C. Persons possessing a permit or license to possess and carry a concealed firearm may not bring the firearm to campus or to College-sponsored events, on or off campus, except armed King's College Safety and Security officers and law enforcement officers on official business.
- D. Personal Safety Devices OC pepper spray (Oleoresin Capsicum, 5-10%) and stun guns are permitted on campus under certain circumstances. Students must register stun guns with the Office of Campus Safety and Security within 24 hours of bringing the item to campus. Personal safety devices may be used only for self-defense. The College prohibits the offensive use, horseplay, or misuse of personal safety devices. The use of personal devices must adhere to the laws of the Commonwealth of Pennsylvania.
- E. The College prohibits the possession or use of explosive devices of any type on or off campus. This includes, but is not limited to, fireworks or ammunition.

X. COLLEGE HOUSING POLICIES

- A. Quiet hours in College housing are from 10 p.m. to 10 a.m. on weekdays. On Saturday and Sunday, quiet hours will be observed from 2 a.m. until 10 a.m. During all other times, students will observe courtesy hours. Courtesy hours require students to maintain a level of noise that does not interfere with other persons. Students or guests may not play musical

instruments during quiet hours. Students or guests may not play amplified instruments in the residence halls at any time.

B. Visitation for Esseff Hall, Holy Cross Hall, and Luksic Hall

See **Visitation Policy** on page 75.

1. Visitation in the living areas of each hall (any point beyond the lobby) by persons of the other sex is permitted only during hours approved by the Office of Student Affairs. The following hours of visitation have been approved:
 - i. Sunday through Thursday 10 a.m. to midnight
 - ii. Friday and Saturday 10 a.m. to 2 a.m.
2. During visitation, opposite-gender guests are prohibited from using the bathroom facilities on residential floors since these are exclusively single-gender facilities. Public guest facilities are found adjacent to the lobbies in Holy Cross and Esseff Halls, in the basement of Luksic Hall, and the accessible bathrooms on floors 2 through 10 in Holy Cross Hall.
3. A visitation violation that involves an overnight stay is a serious offense. Overnight guests seriously infringe upon the privacy and security of students and seriously disturb the scholarly and moral atmosphere of our residence halls. Overnight stays are prohibited to all opposite-gender guests regardless of their relationship, including family.
4. When an overnight guest of the same sex is staying with a resident, the resident must fill out the Overnight Guest Pass form on their Residence Life Student Portal prior to the arrival of the guest. This required document supplies Residence Life with the necessary contact and emergency information in the event of a medical or any other type of emergency involving the guest. The guest must comply with all college policies and remain with the resident they are visiting at all times. The guest must be at least 13 years old and cannot stay more than two consecutive nights.
5. Twenty-four-hour visitation is permitted in the lobbies of Esseff and Holy Cross Halls and in the basement lounge of Luksic Hall.
6. You can gain entrance to Esseff and Holy Cross Halls via the card access reader on the front doors. No unescorted non-residents of the hall may stay in the lobby.
7. Luksic Hall visitation policy: To gain access to the Luksic Hall residents' floors, visitors must enter the foyer through the front doors of Luksic Hall and call the Luksic Hall resident whom they wish to visit. The resident must meet their guest(s) in the foyer and escort them at all times while in the building.
8. Non-student guests must be escorted by a student at all times in the residence hall. The student escort will be held strictly accountable for the guest's behavior. Students who refuse to identify themselves when asked to do so by an authorized college official (i.e., Resident Counselor, Resident Assistant, etc.) will be considered non-student guests and must have an escort.
9. Each hall resident has a right to privacy, which outweighs the roommate's visitation privilege. If the presence of a guest is an inconvenience to a roommate, the guest must leave.

C. Students and their guests must adhere to the escort and access policies established for each residence hall.

D. The College prohibits students from using or possessing candles, incense, 3-D printers, kerosene lamps, gas/charcoal grills, exposed heating elements (e.g., hot plates and toaster ovens), fireworks, or flammable liquids (e.g., lighter fluid, kerosene, or gasoline).

E. The College prohibits students from having live trees or flammable decorations in their rooms. Electric lights and cords must be U.L. approved and in good condition.

F. Students may in no way tamper with elevators. This includes jumping, dancing, and general horseplay in or on the elevators.

G. Students may not remove or make holes in window screens. Students may not drop any item, liquid, or solid substance from any window.

H. Small aquariums (20 gallons or less) containing only fish are permitted in residence halls. The College does not permit any other pets.

I. Students must follow the Office of Residence Life procedures on room changes.

J. The College prohibits throwing objects (including sports equipment) and playing physical games in hallways or lounges.

K. Students must attend all posted building/floor meetings. These meetings are held at the beginning and end of each semester and at other times deemed necessary by a member of the Residence Life staff. Notices for building/floor meetings are posted at least 24 hours in advance.

L. Students are not to tamper with, alter, or misuse the College wireless connection or television cable.

- M. The College prohibits students from having College-owned property, including, but not limited to, furniture from lounges and lobbies in their room or apartment.
- N. Fire Safety
 - 1. All extension cords in use in the residence halls must be U.L. approved and in good condition. Students may only use socket multipliers or extension devices with built-in surge protectors.
 - 2. The College prohibits students from using or possessing candles, incense, and kerosene or oil lamps.
 - 3. The College prohibits students possessing any electrical appliances that contain an open heating element including, but not limited to, open-coil space heaters, hot plates, and toaster ovens.
 - 4. The College prohibits students from possessing flammable materials, including, but not limited to, gasoline, kerosene, lighter fluid, and fireworks.
 - 5. Causing false alarms including, but not limited to, fire alarms, bomb threats, or any false emergency.
 - 6. Hoverboards, e-bikes or similar items may not be possessed in any facility that includes a College operated student housing.
- O. Students must follow all instructions issued by Residence Life staff regarding residence hall opening and closing times, as well as student responsibilities regarding room condition (cleanliness, emptying trash, unplugging electrical units, turning off lights, etc.).
- P. Students may not hinder or attempt to hinder entrance to or exit from any room by altering doors, locking, or blocking a doorway.
- Q. Students and their Guests may not possess items that promote binge drinking, e.g., beer bongs or beer pong tables.
- R. Students are not permitted to use emergency exit doors, except in cases of emergency.
- S. Anti-Hazing, Pledging, and Related Behaviors Policy
See **Anti-hazing, Pledging, and Related Behaviors** Policy on page 110.
 - 1. The College strictly prohibits hazing in any form, including physical or mental. The College prohibits any student organization, group, or team from conducting any pledging, prospective member, conditional member, or member activity that is implicitly or explicitly a condition of participation in the student organization, club, or team.
 - 2. The College prohibits any hazing activity in accordance with the College's policy on Anti-hazing, Pledging, and Related Behaviors Policy, the laws of the Commonwealth of Pennsylvania, and local jurisdictions.

XI. SOLICITATION

See **Non-Solicitation Policy**.

XII. SEXUAL DISCRIMINATION AND SEX-BASED HARASSMENT

See **Sexual Discrimination and Sex-Based Harassment Policy** in the following section for definitions and adjudication procedures.

- A. Sexual discrimination and sex-based harassment is a serious violation to the dignity of another person. Students are subject to the College policy on sexual discrimination and sex-based harassment.
- B. Sexual assault, including acquaintance or date rape, is contrary to College policy and the laws of this Commonwealth. The victim is encouraged to pursue these cases through the College and/or in the Courts of the Commonwealth of Pennsylvania.

XIII. COLLEGE POLICIES

Students must adhere to administrative policies including, but not limited to, those published in the College Catalog, Student Handbook, Residence Hall Contract, and Apartment Contract, as developed and approved by the College.

XIV. UNAUTHORIZED ENTRY OR USE OF COLLEGE FACILITIES OR EQUIPMENT

- A. The College prohibits students from unauthorized entry or attempted entry of any College facility.
- B. The College prohibits viewing or accessing offensive material using College equipment in any location, or personal equipment in a public place (e.g., offices, lounges, computer labs, classrooms). Offensive material includes, but is not limited to, pornography, hate material, or any material that is harassing to others.

XV. FINANCIAL RESPONSIBILITY

Students are required to meet all financial obligations to the College or its agents in a timely manner, as set forth in the College Catalog and correspondence.

XVI. DISORDERLY ASSEMBLY

See **Demonstration Policy**.

- A. Students shall not assemble on campus for purposes of instigating a riot or destructive or disorderly diversion that interferes with the normal operation of the College.
- B. The College prohibits any student or group from obstructing the free movement on campus of other students, faculty, staff, or visitors.
- C. Students are subject to reasonable time, manner, and place restrictions imposed by the Associate Vice President for Student Affairs and Dean of Students or designee.

XVII. GAMBLING

Students are prohibited from participating in activities that involve the wagering of money or other property. Gambling of any kind is prohibited.

XVIII. OFF-CAMPUS BEHAVIOR

- A. Students must adhere to the Student Code of Conduct and Policies on or off campus. Specifically, students must adhere to the Student Code of Conduct regarding alcohol and drugs, theft, disregard for property, damage to property, disorderly conduct, sexual assault, sexual harassment, and firearms or weapons.
- B. Students are prohibited from dropping any object, liquid or solid, from or out of any window.
- C. Physical assault, including fighting, any physical altercation, sexual assault, or rape is a major offense and is strictly prohibited.
- D. The College prohibits discharging or using any weapon or firearm.
- E. Students will be held responsible for the behavior of their guests both on and off campus, including off-campus housing.
- F. Littering or improper disposal of trash, furniture, bottles, or other items is prohibited.
- G. The College requires off-campus students to provide contact information, in writing, to the Office of Student Affairs by August 15 for the fall semester, and by December 15 for the spring semester each year the student resides off campus. Contact information must include the student's name, those of their roommates, their off-campus address, phone number, and the property owner's name and phone number.

XIX. ADHERENCE TO LAWS OF LOCAL, COMMONWEALTH, STATE, FEDERAL OR OTHER JURISDICTIONS

- A. Students who are cited, arrested, or charged by local, state/commonwealth, federal or other jurisdictions may be sanctioned by the College for the offense.
- B. Students are required to notify the College through the Office of Student Affairs of any citation, arrest, or charging by any jurisdiction.
- C. Students, including accepted but not matriculated students, are required to disclose to the College any arrest or conviction for felony offense prior to or after admission to the College.
- D. Students who are studying outside of the United States as part of a program through King's College, on a College-sponsored trip, or are earning academic credit from King's College for the program are required to adhere to the laws of the visiting country and must report any arrest or citation of the host country's laws to the Office of Student Affairs within 48 hours of the arrest or conviction.

XX. SHARED RESPONSIBILITY

- A. Students who act together or assist others in the violation of College policies will share in the responsibility for and consequences of that violation.
- B. Students who are present and aware that a College policy is being violated, and who choose to remain in the dwelling or location, share in responsibility for the offense.

XXI. GUEST RESPONSIBILITY

- A. Students are responsible for the behavior of their guests. The College defines Guests as non-student individuals visiting or accompanying a student on campus or at a College-sponsored or College-organized event, whether that

event is held on or off campus. A guest is a non-student who is, explicitly or implicitly, invited by the student. The guest must be 13 years old and cannot stay more than two consecutive nights.

- B. Students are responsible for the behavior of people in their dwelling, including College residence halls, College-operated apartments, and off-campus housing.

XXII. CONTEMPT

King's students shall:

- A. Fully comply with sanctions resulting from the disciplinary process
- B. Not commit perjury
- C. Not violate their terms of probation

ALCOHOL AND OTHER SUBSTANCES POLICY

King's College is committed to fostering an environment in which students can recognize their personal worth and develop a willingness to assume responsibility for their lives and decisions. In keeping with this goal, the following apply:

1. Summary of the State Law: Anyone under 21 years of age who attempts to purchase, possess, consume, or transport any alcoholic beverages within the state is subject to a fine, imprisonment, or both. Anyone who sells or furnishes alcoholic beverages to someone less than 21 years of age is subject to penalties of the law. It is unlawful to misrepresent one's age to obtain alcoholic beverages.
2. The College will not serve as a sanctuary from the law. The College does not condone any violations of criminal law, including underage drinking. Any person who is not 21 years of age is underage in Pennsylvania. The College also prohibits purchase, possession, consumption, and/or transport of alcohol by anyone less than 21 years of age on College property.
3. Intoxication is prohibited and will result in a mandatory referral for counseling, and/or a referral for disciplinary action. Dismissal in accordance with the Student Handbook may occur if there are subsequent instances of intoxication, or if violence, or other problems accompany the intoxication.
4. King's College does not permit open punch bowls or communal alcoholic drink mixes in College housing, or at any senior social or student social function.
5. For students of legal age:
 - a. The senior class may sponsor one social event with alcohol on campus per semester for class members over the age of 21
 - b. Moderate quantities of alcoholic beverages, no more than one 12-pack of 12 oz. containers or a one-liter bottle (no kegs, pony kegs, or beer balls), may be transported through campus by residents of legal age provided they are enroute to a residence room; all containers must be closed when outside the residence room; grain alcohol is banned; and bars are not allowed in residence rooms or College-operated apartments.
6. King's prohibits students from possessing alcohol on campus grounds or in the buildings on campus, except as provided above. These directives shall be binding on all students and include resident, commuter, and off-campus students.
7. Any student violation of the criminal law as it pertains to alcohol is subject to disciplinary proceedings by the Associate Vice President for Student Affairs and Dean of Students Office, whether these occur on or off campus.
8. The possession or use of beverages or other food products that contain alcohol and caffeine is prohibited (e.g., whip creams containing alcohol).
9. King's prohibits the possession or use of bath salts.
10. Students found in possession of scales, small baggies, or other products associated with drug sales will be found in violation with the intent to sell drugs.
11. The possession or use of synthetic marijuana or other drug products is prohibited.
12. King's College prohibits the possession of drug paraphernalia. Drug paraphernalia includes, but is not limited to, rolling papers, bongos or water pipes, glass, ceramic or other pipes, roach clips, whippets, blow tubes, scales, small baggies, or plastic bags with residue.
13. The Associate Vice President for Student Affairs and Dean of Students implements this Alcohol Policy and issues these guidelines at the beginning of, and during, each academic year.

King's College takes alcohol abuse and the disease of alcoholism seriously. Judgment is often impaired following the abuse of alcohol, and thus one is more likely to infringe upon the rights of others.

The Associate Vice President for Student Affairs and Dean of Students or designee, in response to unacceptable behavior, will take the necessary action to secure justice and make referrals for assessment and treatment. The Associate Vice President or designee reserves the right to intervene directly in alcohol referrals to assure an effective response on the part of the College.

IDS WHEN POSSESSING ALCOHOL

The King's College Identification Card is not acceptable ID when purchasing or possessing alcohol on or off campus. If a student is in possession of alcohol on campus, they must have appropriate ID in accordance with College regulations. The following items qualify as appropriate ID:

- State driver's license with photograph
- State non-driver's ID card with photograph
- Valid passport or travel visa with photograph
- U.S. Armed Forces ID card with photograph

King's College ID will not be accepted as proof of age on or off campus.

ALCOHOL GUIDELINES: EVENTS HELD OFF CAMPUS

King's College supports Pennsylvania State law regarding alcohol purchase, possession, and consumption. It is expected that students and their guests will adhere to all state laws, especially concerning alcohol. Only persons 21 years or older may purchase, possess, or consume alcohol on campus or at College-related events off campus.

The College issues the following guidelines to students and their guests that relate to events held off campus and sponsored by the College or an organization or club associated with the College:

1. King's prohibits inappropriate behavior caused by intoxication at College events.
2. Students and their guests are required to present their College ID card or a valid picture ID card with birth date (preferably a driver's license) upon the request of a College employee, security personnel, or hotel restaurant personnel.
3. Students are to inform their guests of College regulations and policies. The College will hold students accountable for their guest's behavior.
4. King's prohibits students or guests from bringing alcoholic beverages to any College-related or College-sponsored event, regardless of the person's age.
5. Students and their guests who do not abide by these guidelines or other related College policies and regulations will be required to leave the event when instructed by a College employee, security personnel, or hotel personnel.
6. All student events must be approved by the Director of Campus Activities.

ALCOHOL GUIDELINES: SENIOR CLASS EVENTS HELD ON CAMPUS

1. The alcohol is limited to beer and wine.
2. The College will not allow admission of intoxicated individuals to the event. Anyone becoming intoxicated at the event will be required to leave.
3. Open containers of alcoholic beverages are only permitted in the room where an event is held. No one is permitted to have an open container in any other part of the building or on campus.
4. Only persons twenty-one years of age or older may possess or consume alcohol at the event.
5. Non-alcoholic beverages and food must be available at the event.
6. The event is limited to members of the Senior Class, faculty, and staff of King's College.
7. The class advisor and at least half of the class officers must be present at the event.
8. Security officers must be hired for the event via the Executive Director of Campus Safety and Security (minimum of two officers).

9. The class officers must retain adult non-students to check student identification cards and handstamp all.
10. Individuals admitted for being over or under twenty-one years of age.
11. The room must be cleaned the same evening as the event in accordance with the manager of the facility.
12. The class officers will assume responsibility, financial or other, for any cost incurred by the College due to clean up, damages, or any other cost.
13. The event will end no later than midnight, unless approved by Director of Campus Activities.
14. All College policies and regulations apply.

ALCOHOL GUIDELINES: SENIOR CLASS EVENTS HELD OFF CAMPUS

1. The event must be held at a location that holds a valid liquor license issued by the Commonwealth of Pennsylvania.
2. The vendor or alcohol provider is responsible for adhering to all Commonwealth laws.
3. Senior socials may only be held by the senior class through the class officers.
4. Senior socials may be held Monday through Saturday no more than once every two academic weeks, with a maximum of no more than seven senior socials in a semester.
5. Senior socials may not take place on two consecutive weeks.
6. Senior socials are only to be advertised to members of the senior class.
7. Senior socials may not take place during finals exams, the day prior to final exams, on a designated study day or any Sunday.
8. All senior socials must be scheduled and approved at least two weeks in advance by the Director of Campus Activities.
9. The Director of Campus Activities may establish other restrictions and conditions for senior socials, as the director deems appropriate.

ANTI-HAZING, PLEDGING, AND RELATED BEHAVIORS POLICY

As a College in the Catholic tradition, King's encourages students to form bonds of loyalty and commitment with all members of the campus community. Special attention is given to encouraging social and service commitment to those with whom one lives. Avenues for service to the College and local communities, as well as for social interaction, are provided through many College-recognized organizations and events. With this in mind, the College does not recognize social fraternities or sororities, nor does it encourage membership in them.

No recognized organization including, but not limited to, clubs, organizations, athletic teams, and club sports may have as a condition for initial membership or continued membership any activity that can be defined as pledging, hazing, or any behavior that violates a person's conscience, good judgment, or norms generally accepted as governing behavior in society. **This is regardless of the person's willingness to perform or participate in such activities.**

A student cannot voluntarily participate or consent in hazing or any related activity. The actions by members of the organization including current or former students, alumni, advisors, coaches, or staff associated with the group are covered under this law.

The College supports and adheres to the laws of the Commonwealth regarding hazing, including the *Timothy J. Piazza Anti-Hazing Law* signed into law in late October 2018.

Pledging is defined as any activity or program conducted on or off campus that a prospective member, applicant or pledge completes prior to becoming a member of the organization.

King's College further defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Hazing also includes acts that willfully destroy or remove public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any organization recognized by the College (or in the case of fraternities and sororities, organizations not recognized by the College).

Explicitly prohibited behaviors include, but are not limited to:

1. Any action that violates federal or state law
2. (Endured) brutality of a mental nature, including activities adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or activity resulting in extreme embarrassment
3. Requirement to perform activities of a sexual nature
4. (Endured) activity that creates a reasonable likelihood of a bodily injury
5. Underage consumption of alcohol or illegal drugs
6. Transportation of a student against one's will
7. The marking or branding of a student
8. Hindrance of a student from fulfilling academic responsibilities
9. Requirement of a student to eat or drink against the student's will
10. Request or requirement of a student to perform personal service or acts of servitude
11. Paddling or striking in any manner
12. Hindrance of a student from practicing personal hygiene
13. Action(s) resulting in a student to be indecently exposed
14. Requirement of a student to dress or act in a manner causing ridicule or humiliation
15. Requirement of calisthenics, runs, or other physical activity

Commonwealth law includes a safe harbor that provides protection from criminal prosecution to individuals who make an immediate report of hazing to obtain medical attention for the victim.

Hazing can range in degree of criminal seriousness from a summary offense for any type of hazing to a felony for hazing involving bodily injury. The law includes penalties for organizations that intentionally, knowingly, or recklessly promote or facilitate hazing. The law provides for institutional hazing when a college/university institutionally, knowingly, or recklessly promotes or facilitates a hazing violation.

The Office of Campus Activities and the Athletic Department will provide this College's Anti-Hazing Policy to its organizations, teams, and clubs on an annual basis.

The College will report on its website hazing report data for a five-year period, identifying the organization. The names or identifiable information regarding the victim will not be published. This report will be updated twice a year, no later than January 1 and August 1.

Organizations or individual members of organizations that violate the College's Policy on Anti-Hazing, Pledging, and Related Behaviors will face suspension from the College and withdrawal of College recognition of their organization.

CLASS ATTENDANCE AND EXCESSIVE ABSENCE POLICY

CLASS ATTENDANCE

Regular class attendance is required of all students. King's College regards student participation in class as essential to the learning process. The attendance policy for each course is determined by the instructor and stated on the course syllabus. Instructors are expected to explain the attendance policy and expectations for their course, including the conditions under which missed course work may be made up and the number of absences permitted before penalties may be incurred.

Any uncertainties a student has regarding class attendance are to be addressed to the class instructor, then to the instructor's Department Chair, then to the instructor's Dean. **Regardless of the reason for the absence, the student is always responsible for contacting the instructor to arrange for class work missed.**

NOTIFICATION OF INSTRUCTORS REGARDING ABSENCES DUE TO COLLEGE-SANCTIONED ACTIVITIES

Students must inform their instructors in advance and as early as possible regarding absences related to College-sanctioned activities. Students are required to complete all assignments missed due to such absences. Students may obtain appropriate written documentation for absences due to participation in College-sanctioned activities via:

- Chairperson of the Theatre Department for College Theater productions
- The Athletics Director's Office, for intercollegiate athletics
- The Faculty Advisor or Associate Vice President for Academic Success or designee, for academic related activity
- Associate Vice President for Student Affairs and Dean of Students, for leadership programs.

While the College does not set a limit on the number of absences due to participation in College-sponsored activities, it does expect students to act responsibly in choosing course schedules that eliminate conflicts between academic and non-academic obligations. Students are expected to discuss with their instructor(s) if absences due to College-sanctioned activities are excessive, and bring the advisors listed above into the conversation if need be.

ASSISTANCE WITH EXTENDED AND SPECIAL CIRCUMSTANCE ABSENCES NOTIFICATIONS

There are times when students may have extenuating circumstances or situations (i.e., family emergency, special health circumstances) that may translate into an extended absence from class. In these cases, students should immediately notify and provide appropriate documentation to the Associate Vice President for Student Affairs and Dean of Students Office (studentaffairs@kings.edu or (570) 208-5875). Upon request, the Associate Vice President and Dean of Students will *notify* the student's instructors and other appropriate offices on campus regarding extended absences; however, Student Affairs or other College entity cannot *excuse* the absence. Documentation may be a doctor's note, copy of an obituary, notification of appearance at court or jury duty, etc. For absences of three days or more due to illness, the student must provide medical documentation.

DOCUMENTATION FROM KING'S STUDENT HEALTH CENTER

Upon the student's request at the time of a clinic visit, the staff will provide written confirmation of their visit in the Student Health Center. Information will include the date and time that the service was rendered to the patient. When it is recommended that a student avoid attending class due to the contagious nature of an illness, this will be indicated on the note under *Special Instructions*. Otherwise, no personal information regarding the reason for the visit will be included on the note to protect confidentiality.

EXCESSIVE ABSENCE REPORTS BY INSTRUCTORS

Excessive absence is defined as absence from a class greater than the number of times a class meets each week. For example, in a class that meets twice a week, a third absence is considered excessive. For evening classes that meet once each week, a second absence is considered excessive. Instructors may report excessive absences through the Academic Alert system and to the Associate Vice President for Academic Success or designee but are free to report absences using a more rigorous standard. When a student is contacted by the Associate Vice President for Academic Success or designee due to excessive absence, the student must meet with their Academic Advisor to discuss the matter.

GRIEVANCES

Grievances arising from the implementation of class attendance policies may be addressed by means of the College's Academic Grievance procedure found in the College Catalog (www.kings.edu/academics/essentials/registrar).

COMMUNICABLE DISEASES POLICY

King's College must be prepared to act in the event of an outbreak of a communicable disease among our student, faculty, and staff populations. Communicable diseases can potentially threaten the health of the campus community as an epidemic; therefore, specific steps will be taken to ensure that all students, staff, and faculty are appropriately protected. The college will follow this policy on communicable diseases and will cooperate with all county, state, and federal regulations regarding the identification, treatment, and prevention of all communicable diseases. This policy would be effective for, but not limited to, the following communicable diseases:

- Chickenpox
- Cholera
- Diphtheria
- Hepatitis
- Measles (Rubella)
- Meningitis
- Mumps
- Flu
- Pertussis
- Tuberculosis (TB) active

PROCEDURE: REPORTING AND NOTIFICATION

- A. The above communicable diseases are reportable to the Pennsylvania (PA) Department of Health, 24 hours a day, at 1-877-PAHEALTH (1-877-724-3258). A local report will be made to Wilkes-Barre City Department of Health, (570) 208-4283 for guidance and support.

- B. In the event that a King's College student, faculty, or staff member is diagnosed with a reportable communicable disease, the Director of Student Health Services will be notified at (570) 208-5852. The Director will then make the appropriate report/s.
- C. The Director will notify the Associate Vice President for Student Affairs and Dean of Students and the Vice President for Student Affairs.
- D. The Vice President for Student Affairs will notify the College's President and all other appropriate members of Senior Staff.
- E. Residence Life will be notified by the Director of Student Health Services or the Associate Vice President for Student Affairs and Dean of Students. It will be up to the diagnosing provider and public health guidelines whether the student should return home, be housed on or off campus, or transferred to the hospital.
- F. Should a public statement or press release be necessary, it must be coordinated through the Director of Public Relations (PR). Health related information will be approved by PR prior to dissemination to the campus community via website, e-mail, and/or other appropriate communication channels.

PROCEDURE: MANAGING THE OUTBREAK

- A. The Student Affairs Division with support from the Student Health Center (SHC) staff will manage the outbreak with assistance from the Wilkes-Barre City Health Department, the PA Department of Health, local Infectious Disease specialist and the Centers for Disease Control (CDC), if needed.

The Health Center team will follow the policy on Communicable Disease and will:

- a. Establish a diagnosis, using recommended laboratory tests;
 - b. Administer/arrange chemoprophylaxis to appropriate contacts when available;
 - c. Investigate links between cases;
 - d. Define the population at risk and determine its size;
 - e. Select the target group for vaccination/testing as indicated;
 - f. Coordinate with Public Relations for news release; and
 - g. Closely coordinate with Wilkes Barre City Health Department and PA Department of Health
- B. During disease outbreaks, unvaccinated students may be removed from/asked to exit King's College until the outbreak is over. PA Department of Health and CDC guidelines will be used to determine the length a student or students may require isolation or quarantine.
 - C. It may become necessary during the response to utilize CampusShield updates in coordination with campus authorities. If the event rises to a point where leadership will consistently want updates as to the status of response, the Emergency Management Team will refer to their incident plan of action and communication.
 - D. During an outbreak, the Director of Student Health Services may recommend to the Associate Vice President of Student Affairs and Dean of Students to issue a directive regarding procedures students are to take to address the outbreak. Failure to follow a directive may result in disciplinary action including an interim suspension and directive of no trespass from college property.

PROCEDURE: OFFICE OF RESIDENCE LIFE

- A. All efforts will be made to return the student to their permanent home residence. However, in the event that a student, or students, with a communicable disease must remain in isolation on campus, the Director of Student Health Services will discuss with the Associate Vice President for Student Affairs and Dean of Students and the Director of Housing and Residence Life to determine the extent of involvement of other major college offices in the management of the communicable disease based upon the evaluation of the risk to the college community. The College departments and personnel that may be included in these decisions are: Residence Life, the Emergency Management Team, Vice President for Business Affairs, Facilities Management, Public Relations, Dining Services, and Human Resources.
- B. If the student/employee resides in campus housing and isolation is recommended by a health care provider, the Director of Housing and Residence Life will be notified and will attempt to make arrangements for isolating the student on campus, if necessary. Residence Life will attempt to assist the student with alternative housing. The College will NOT assume any financial responsibility for housing a student in off-campus locations.
- C. Should the student reside in campus housing, Residence Life will notify Dining Services that King's College has a student with a communicable disease and is unable to visit the College's dining outlets. The student(s) will need food prepared on paper or plastic goods for delivery. Residence Life and Dining Services will determine who will deliver food to the affected person.
- D. Student health staff will provide personal protective equipment and instruction for use, if necessary, to the student and roommates or suitemates, to help limit contamination to others.

- E. Facilities management will be notified by Residence Life and an EPA approved disinfectant will be used by housekeeping to clean the on campus room/suite and common areas. It will also be provided to the patient, roommates or suitemates to continue to disinfect their room/suite during the illness.
- F. If the student resides off campus and is unable to return to their parent/guardian or permanent home, yet must remain isolated, advice will be provided to housemates during the isolation period. The College will NOT assume any financial or janitorial responsibility for off-campus locations.
- G. If a student notifies a Resident Counselor, Resident Assistant, or other housing representative that they suspect having a communicable disease but haven't been seen at the SHC, the housing personnel will call the SHC to make arrangements for the sick student to be seen. The housing personnel should inform the SHC of the potential illness of concern so that efforts can be made to limit potential spread to the SHC patients and workers.

PROCEDURE: PROVIDING ACADEMIC SERVICES TO STUDENTS WHO HAVE A COMMUNICABLE DISEASE

- A. Students who have a communicable disease and are sent home or isolated on or off campus will be assisted by the Associate Vice President for Academic Success or designee in working with faculty to complete any missed assignments.
- B. Academic Affairs will work with students and instructors to provide these academic services.

PROCEDURE: INTERNATIONAL STUDENT POPULATION

If the student diagnosed with a communicable disease is an international student, the International Student Services staff will be notified and kept informed regarding needs of the student.

PROCEDURE: INFECTED STUDENT RETURNING TO CLASSES AND CAMPUS ACTIVITIES

Before a student is discharged from isolation and returning to classes at the College, the student must be cleared by a SHC health care provider or their personal physician. A physician, physician assistant, or advanced practice nurse shall document when the student is no longer infectious and can return to the college community. This document should be provided to the Student Health Center.

PROCEDURE: ESTABLISHING STUDENT AWARENESS REGARDING THIS POLICY

The SHC staff will assist with general college awareness regarding the campus communicable disease policy as guided by Student Affairs Administration.

PROCEDURE: CLOSING THE COLLEGE

- A. If it is necessary to close the College or send students home due to an emergency, such as a major epidemic or pandemic, the College will follow recommendations from the Pennsylvania Department of Health and the Centers for Disease Control with involvement from the Emergency Management Team. The College's President may declare the College closed if recommended to do so by the Pennsylvania Department of Health.
- B. Students, parents, and employees will be notified electronically concerning closing of the College and the process for evacuation by the President's Office or designee.
- C. In some cases, the SHC will provide personal protective equipment to the students to assist in a safe journey (i.e., mask) along with instructions for proper use.

PROCEDURE: MANAGING COLLEGE EMPLOYEES WITH A COMMUNICABLE DISEASE

- A. It is the responsibility of an employee who has a confirmed communicable disease to report that information to their immediate supervisor. The supervisor will inform the Director of Human Resources who will then notify the Director of Student Health Services that a potential health hazard is present. The Director of Student Health Services will verify the diagnosis and notify the relevant Associate Vice Presidents for both Student and Academic Affairs and the relevant Vice Presidents or designated Associate Vice Presidents. The employee is expected to remain off work until the risk of infecting others has ended, and until they can return to full duties.
- B. Any employee who has a communicable disease shall be required to present a letter from their primary care physician to both their supervisor and the Director of Human Resources before being permitted to return to work. The letter must certify that the employee poses no risk to the college community as a result of the communicable disease.

ENFORCEMENT OF COMMUNICABLE DISEASES POLICY

- A. Students who have a communicable disease must follow all guidelines and directives given to them by the Director of Student Health Services. Students who fail to follow these guidelines and directives will be referred to the Associate Vice President for Student Affairs and Dean of Students or designee. The Associate Vice President for Student Affairs and Dean of Students or designee may issue upon the recommendation of the Director of Student Health Services an interim suspension for failure to follow a directive to a student including a directive of no trespass from College property.

- B. Faculty or staff who have a communicable disease must follow the guidelines and directives given to them by their immediate supervisor and the Director of Human Resources. Faculty or staff who fail to follow these guidelines and directives may be subject to appropriate personnel action as determined by the Director of Human Resources.

EMERGENCY DIRECTIVES

The College may issue directives and changes to policy with campus emergency, natural disasters, pandemic or other significant event which impacts the operation of the College. The College may issue directives to respond to such emergencies for the benefit of the operation of the College, safety or protection of the College community, guests, or property. Such directives may be issued by the College President or designees.

CONFIDENTIAL REPORTING

This site https://www.kings.edu/life_at_kings/dean_of_students/confidential_reporting gives students the opportunity to file a confidential reporting regarding an incident that has taken place. A confidential report provides the College with information regarding an incident but cannot result in an investigation without detailed information.

Students who want the College to investigate an incident must make a report through Campus Safety and Security at (570) 208-5900; Residence Life at (570) 208-5856 or the Dean of Student Office at (570) 208-5875.

For alleged offenses of Sexual Harassment/Title IX, the Title IX Coordinator is available for consultation. The Title IX Coordinators are:

Title IX Coordinator

Regina Corchado, SHRM-SCP
Director of Human Resources
181 North Franklin Street
(570) 208-5968 (office)
(570) 266-3060 (mobile)
reginacorchado@kings.edu

Title IX Coordinator

Megan Casey
Associate VP for Student Affairs/Dean of Students
John Lane House, 166 North Franklin St.
(570) 208-5875 (office)

megancasey1475@kings.edu

This form is not to be used to report emergencies. For emergency assistance, please contact the College switchboard (24 hours, everyday) at (570) 208-5900 for Campus Security staff or the Student Affairs professional on call (During the fall and spring semesters excluding holidays/vacation periods) or 911 for the Wilkes-Barre Police, Fire/EMS.

If you would like to talk with a Confidential Advisor, acting within the professional standards of their profession, please contact the Counseling Center telephone (570) 208-5873.

Mrs. Tina Arendash, at tinaarendash@kings.edu;
Ms. Julie Lettieri at julialettieri@kings.edu; or
Ms. Harli Haggerty at harlihaggerty@kings.edu; or

Campus Ministry telephone (570) 208-5890,
Rev. Brogan Ryan, C.S.C at broganryan@kings.edu; or

Student Health Center telephone (570) 208-5852,
Mrs. JoAnn Kosik at joannkosik@kings.edu

These offices are available during normal college business hours.

COPYRIGHT AND LICENSED MATERIALS INFORMATION POLICY

Any use of copyrighted or licensed materials on campus must adhere to Federal laws. It is the responsibility of the user to follow the copyright of materials including, but not limited to, music, videos, photos, images, logos, branding, film, DVD, or digital streaming of materials.

If you purchase, rent, or borrow, for example, a DVD, digital streaming film or other source, that purchase, or rental is considered to be for **personal use**. Personal use is typically defined as showing the source for family or a small group of friends in a personal residence.

In general, **public performances require a license**. It is considered a public performance if one of the following exists:

- Showing the film or DVD to people other than family members or a small group of friends.
- The showing is being conducted in an area accessible to those other than family members or a small group of friends. Generally, showing a film, DVD or streaming in a residence hall room or apartment is not a public showing if it is for a small group of friends.

- There is no exception based on whether there is no charge or fee for the viewing or the number of people viewing.

There are some **exceptions** to the public showing restriction:

- If the showing is done for an academic class, for the members of the class enrolled in the course during the normal scheduled time of the class as part of face-to-face teaching experience using a legitimate copy of the material. The use of copied DVD, film, etc. is not a legitimate material since the copying of the material violates copyright.
- The copy of the film, DVD or other material was obtained with licenses for the time and location. Some licenses are for a single showing or for a specific period of time and often for a specific location, for example, for King's College or a location within King's College.
- If the film, DVD, or material is on the public domain. Public domain can be difficult to determine, and it is the responsibility of the person showing the material to prove the material is in the public domain.

To show material that is licensed, you must obtain it from a source authorized to provide the license, for example, Swank Films, or from the production company or distributor of the film. It is the responsibility of the person showing the material to demonstrate they have the appropriate license for use.

The use or adaptation of brands, logos or other images including photos must be accompanied by a license or permission of the owner. Do not use images from the internet or other sources without ensuring the material does not have a copyright, or unless you have the explicit permission of the owner. Providing a citation for copy written material is not a defense to the infringement.

COPYRIGHTED VIDEOS IN ONLINE CLASSES

The TEACH Act amendment to the Copyright Act allows for a reasonable portion of a copyrighted video to be accessible in an online course. Instructors should not copy an entire work or make it available on a College server unless they have been given permission by the copyright holder. Faculty who would like to use full-length motion pictures online are encouraged to create hyperlinks to the videos from legal distribution libraries and collections.

The DMCA (Digital Millennium Copyright Act) forbids the circumvention of technological prevention measures for copying DVDs and/or making them available in a streaming format. (There is an exemption, which allows the prevention measures to be circumvented to make clips of motion pictures for teaching purposes).

CRIME AND HATE INCIDENT REPORTING

Victims of hate crimes or students who observe a hate crime should report any incidents to the College Safety and Security Office at (570) 208-5965, (570) 208-8450, or (570) 208-5900. A hate crime is an incident motivated solely or in part by the victim's race, ethnicity, national origin, gender, gender identity, religion, disability, or sexual orientation. It is contrary to the Mission of King's College to tolerate any action of intimidation, prejudice, or discrimination against another person. In accordance with the Higher Education Amendments of 1998, all hate crime incidents are reported on the College's Annual Crime Statistics Report.

Students may obtain assistance in reporting an incident from various college offices and staff. The staff members in the Offices of Multicultural and International Student Programs, Residence Life, Campus Activities and Commuter Life, Campus Ministry, Campus Safety and Security, and Student Affairs are trained to help students to make reports.

Students are to report all incidents of crime on campus to the Office of Campus Safety and Security by contacting (570) 208-5965, (570) 208-8450, or through the College Switchboard at (570) 208-5900. Students who are victims of crime may file reports with the Wilkes-Barre Police at 9-1-1, or file complaints through the District Magistrate's Office (11-01-02) located at 280 North Sherman Street, Second Floor, Wilkes-Barre, PA, 18702, (570) 825-8488. In accordance with Commonwealth law, the College cannot file police reports or complaints with the Magistrate's Office on behalf of other individuals, including students.

DEMONSTRATION POLICY

All demonstrations must be registered with the Office of Student Affairs at least one (1) day in advance. Demonstrations must observe the following guidelines:

- A. All demonstrations must be peaceful and orderly. Bullhorns, speakers, etc. are not permitted.
- B. Only members of the College community may organize or lead a demonstration on campus.
- C. Demonstrations may not impede the freedom of the College community to conduct its affairs.

All demonstrations are subject to reasonable time, place, and manner restrictions imposed by the Associate Vice President for Student Affairs and Dean of Students Office. Violation of the Demonstration Policy is subject to disciplinary action.

STUDENTS DETAINED BY A POLICE AUTHORITY

A student who is cited or arrested by the police for being under the influence of alcohol or drugs or for being disorderly, and who is detained at the police station or other location will not be signed out or picked up by College officials. The student will need to be picked up by another person whom the police deem suitable. If the student cannot arrange for an appropriate person to sign themselves out from the police station, the student will be detained until the police decide to release them.

DISCRIMINATION COMPLAINT POLICY

King's College is committed to equal opportunity in employment, educational programs, and activities without regard to race, national or ethnic origin, religion, gender, marital status, sexual orientation, age, or disability in accordance with applicable federal, Commonwealth and local laws.

King's College values the benefits of diversity. We are committed to creating a community, which recognizes the inherent value and dignity of each person. As a community, we actively promote an awareness of and sensitivity toward difference of race; national or ethnic origin; religion; gender; marital status; sexual orientation; gender identity, and age and disability among our students, faculty, administration, and support staff.

This policy applies to all terms, conditions and privileges of employment, education, and activities, including, but not limited to the following: hiring, probation, admission, training, placement, employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, and termination and retirement.

The goal of the procedures outlined below is to ensure that non-discrimination is a reality at King's College and that no person in the College community is subjected to such unlawful conduct. All members of the College community can assist in the furtherance of this goal by ensuring that complaints of discrimination are directed promptly to the departments or individuals who have been designated to receive them, in accordance with these procedures.

Any employee, student, or applicant for employment or admission, who believes that they have been subjected to any form of unlawful discrimination, may make a complaint. Unlawful discrimination includes sexual harassment as well as harassment based on an individual's membership in any other legally protected category. The College will conduct a fair and impartial investigation of all such complaints with due regard for the rights of all parties. Retaliation against any individual who has made a complaint of discrimination or who has cooperated in the investigation of such a complaint, is unlawful and in violation of College policy. The purpose of these procedures is to ensure that all complaints of discrimination are thoroughly and fairly investigated by authorized College officials.

Any complaint of discrimination should be referred to one of the departments or individuals who are responsible for receiving or investigating such complaints. Any employee who receives a complaint but who is not specifically designated to formally handle such a complaint is responsible for directing the complainant or otherwise referring the complaint to the appropriate individual. All complaints, either verbal or written, must be referred to the appropriate office, as set forth below.

Initiating a Complaint

An employee, student, or applicant for employment or admission who believes that unlawful discrimination has occurred may initiate a complaint either by meeting with the appropriate individual in one of the offices listed below or by submitting a written complaint to that individual or office. The information provided in the complaint should be as specific as possible regarding the circumstances that precipitated the complaint. The complaint should include the dates and places of the incidents at issue, the individuals involved, the names of any witnesses, any efforts to resolve the matter informally and their results, and any other pertinent information.

There are a variety of offices available to receive complaints from students, faculty, and staff who believe they have been subjected to unlawful discrimination.

- **Complaints by Students:** Students may initiate a complaint by speaking to the Associate Vice President for Student Affairs and Dean of Students.
- **Complaints by Members of the Faculty or Staff:** Faculty or administrative, professional, and support staff employees may initiate a complaint by contacting the Office of Human Resources. Faculty may also initiate a complaint with the Office of Academic Affairs.
- **Complaints from applicants for employment or admission, visitors, or other non-affiliated individuals:** may be initiated in the Office of Human Resources or the Office of Academic Affairs.
- **Complaints Against Faculty Members:** The person who receives a complaint against a member of the faculty will refer the matter to the Director of Human Resources (Director of Equal Opportunity) or designee, who will refer the matter to the Associate Vice President of Academic Affairs and Dean of Arts & Sciences for investigation. Any action-involving faculty will be consistent with the procedures outlined in the Faculty Handbook.

INVESTIGATION AND RESOLUTION OF COMPLAINTS

The individuals and offices available to receive complaints, which are noted above, were selected to give all members of the College community the opportunity to initiate a complaint in a place in which they will feel comfortable doing so. These individuals and offices have the responsibility, after speaking with the complainant and/or reviewing a written complaint, to ensure that the complaint is directed to the proper office or individual for investigation.

The College has designated specific offices and individuals to investigate complaints of unlawful discrimination. Depending upon whether the individual accused of engaging in discrimination is a student; a member of the faculty; or a member of the administrative, professional, or support staff, the investigation will be conducted by the designated office or individual with the appropriate expertise and jurisdiction to do so. The offices and individuals responsible for investigating complaints of discrimination are set forth below. In any particular case, the President or a member of Senior Staff may designate which office or individual will investigate a complaint. The College will ensure that no person who is the subject of a complaint will be assigned to investigate that complaint.

The investigation may involve meeting with the parties; interviewing witnesses; requesting written statements from the parties; informing the person whose actions are the subject of the complaint of the allegations and/or providing to that person a copy of the complainant's statement; and/or making any other appropriate inquiries. Before any adverse determination is made, the individual whose actions are the subject of the complaint will be informed as to the nature of the complaint and will have the opportunity to respond.

The investigation should be completed promptly so that a decision can be rendered within 45 days of receipt of the complaint. If this is not possible, the complainant will be informed of the status of the investigation within 45 days. The standard of proof to determine if a person is responsible for violating the policy is preponderance.

A confidential record of all complaints, including their disposition, will be maintained by the investigating unit. The person who receives a complaint against a member of the staff will refer the matter for investigation to the Director of Human Resources (Director of Equal Opportunity), who will inform the appropriate member of Senior Staff. The complaint will generally be investigated by the Director of Human Resources. The Director of Equal Opportunity (or other designated investigator) will provide findings, in writing, to the appropriate member of Senior Staff, who will determine what action, if any, is appropriate. Action involving staff will be consistent with any applicable College policy.

CONFIDENTIALITY

Every reasonable effort will be made to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the College's need to investigate the complaint and/or implement decisions made in order to resolve the complaint. It must be understood that in order to permit the College to carry out its obligation to investigate all complaints fairly and to ensure that non-discrimination is a reality within the College community, no representative of the College is authorized to promise complete confidentiality to any person who possesses information relevant to the investigation of a complaint, including the complainant.

Any individual who requests confidentiality before disclosing a complaint must be informed that because any apparent violation of College policy must be addressed, complete confidentiality may not be possible. An individual who insists on confidentiality as a condition of disclosing a complaint may be advised of the opportunity to consult with a member of the Counseling Center with whom such matters may be discussed in confidence. However, consulting with these professionals does not constitute the initiation of a complaint. Professional counselors are not representatives of the College for this purpose and are not authorized to investigate or respond to complaints of discrimination.

APPEALS

In the event that the complainant believes that the resolution of the complaint has not rectified the situation, an appeal may be made. The appeal should be filed with the Director of Human Resources. In the case of complaints against students and staff members, the Director of Human Resources will direct the appeal to the appropriate officer of the College for review and disposition. In the case of complaints against faculty, the Director of Human Resources will consult with the Vice President of Academic Affairs to determine the appropriate officer of the College to whom the appeal should be directed.

An individual whose action(s) are the subject of a complaint may appeal adverse action taken as a result of the complaint. Students should follow the procedures in the Student Handbook. Faculty members should follow the procedures in the Faculty Handbook. Other employees should follow the grievance procedures outlined in the Employee Handbook.

These procedures shall constitute the grievance procedure mandated by the regulations implementing Title IX of the Education Amendments of 1972, and, for employees, the grievance procedure mandated by the regulations implementing Section 504 of the student handbook.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) – STUDENT RECORDS POLICY

King's College students, as provided by statute, may review any official records, files, and data directly related to them that are on file in the administrative offices. The files include identifying data, academic work completed, grades, family background

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information, disciplinary referrals, references, ratings, or observations. (References, ratings, or observations completed before January 1, 1975, are not available to students, nor are confidential recommendations collected by the Placement Office under a waiver by the individual.)

Requests to review the aforementioned documents should be made in writing to the appropriate College official. In all cases other than disciplinary, address requests to:

Office of the Registrar
King's College
133 North River Street
Wilkes-Barre, PA 18711

Direct requests to view disciplinary referrals to the Associate Vice President for Student Affairs and Dean of Students or designee at the same address. The records, files, or data will be made available no later than 45 days from the time the written request is received.

Student records, files, or data will be available to outside individuals or agencies only after King's receives written authorization for release from the student. Exceptions include circumstances involving:

- A. Accrediting organizations
- B. Student's application for, or receipt of, financial aid
- C. Cases of emergency, if the information is necessary to protect the health and safety of the student or other persons
- D. Individuals who have obtained court orders or subpoenas
- E. Certain government officials carrying out lawful functions
- F. School officials with legitimate educational interests; a school official is a College employee in an administrative, supervisory, research, or support staff position, including the Title IX Coordinators
- G. Students who have applied to transfer to another college or university

In accordance with the USA Patriot Act, under court order, the College will release educational records to federal law enforcement agents investigating terrorist acts, without the consent of students.

If served a subpoena, the College will make a reasonable effort to notify the student(s) involved to provide them an opportunity to quash the subpoena. After making a reasonable effort to notify the student(s), the College may produce records in response to the subpoena. If the subpoena instructs the College not to disclose the contents of the subpoena, the student will not be notified by the College.

Directory information includes the student's name, address at home, on-campus or off-campus telephone numbers, date and place of birth, campus email address, photo, major field of study; dates of attendance, degrees and awards received, and the previous educational institution attended by the student. Body weight and height are considered directory information for intercollegiate athletes.

Students requesting directory information not be released without their prior consent must file official notification by selecting "Deny Access" on the Student Records Release Information section on Self-Service. The "Deny Access" designation applies to all directory information listed above, and to all persons making an inquiry about the students. Requests for privacy are maintained in a student's electronic record.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by King's College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

A student, as provided by statute, may request, in writing, a review of any information that they feel may be inaccurate or misleading. In accordance with the provisions of the statute, an appropriate administrative officer of the College who does not have a direct interest in the outcome must conduct the review.

Materials will be reproduced at a cost of \$0.50 cents per page for records and \$15 for a transcript.

DISCIPLINARY RECORDS

RETENTION OF RECORDS

All reports of alleged student disciplinary guideline offenses are retained in the student file until that file is destroyed, approximately seven (7) years after graduation or separation from the College. Disciplinary records include students found responsible for violating the Student Code of Conduct, Sexual Harassment/Misconduct Violations (Title IX), or the Academic Integrity Policy.

RELEASE OF RECORDS

No disciplinary information from student records will be released without the student's consent, except to parents or other persons responsible for the student's College tuition. Only those College officials authorized by the Office of Student Affairs will be permitted to review student disciplinary records.

The results of all students' conduct process cases are confidential and not to be released to any unauthorized persons. In all cases, authorized persons are required not to divulge the outcome of a case to any other person. Failure to adhere to this policy will result in discipline and/or employment action and exclusion from receiving outcomes of disciplinary cases. In accordance with federal statute, all victims of violent crimes or sexual assault cases may receive the outcome of their cases. At the discretion of the Associate Vice President for Student Affairs and Dean of Students or designee, the complainant in the case and College officials with a need to know may be informed of the outcome of cases. With the permission of the student, disciplinary record information may be supplied to third parties including for the purpose of reference or record checks. The College will provide disclosure due to being served an order by a court for student records.

Students are to be aware that reference or background reviews by governmental agencies, applications for teaching certificates or licenses, and applications for graduate, professional school, or employment require the full disclosure of all College records, including College disciplinary records. The presentation of a signed waiver by the student will result in full disclosure of disciplinary records.

FINANCIAL RESPONSIBILITY

Students are responsible for their financial obligations to the College and its agents. A satisfactory settlement of all College and agent accounts is required before registration for the next semester, grades or transcripts are released, and/or degrees conferred. Students failing to meet financial obligations will be held responsible through the College disciplinary process for violation of Regulation XIV: Financial Responsibility.

The College reserves the right in those circumstances where a student is deemed to be in serious violation of College policy to initiate cancellation of the student's registration. If such cancellation occurs after the semester begins, tuition charges and financial aid will be adjusted accordingly, and a grade of "AW" (Administrative Withdrawal) will be entered on the student's transcript record.

The Office of Student Affairs will take disciplinary action with students who fail to meet their financial obligations. The College Bookstore will refer cases to the Associate Vice President or designee if a student fails to settle a bad check or similar situation. In all such cases, students must make restitution for the amount of the check and all associated penalties or fees. Disciplinary sanctions also apply.

GRIEVANCE/INTERNAL COMPLAINT POLICY

The purpose of this policy is to serve as a guide for students who wish to file a complaint about an aspect of the College's operations, policies, procedures, or about the actions of any student, visitor, or employee of the College. This policy is to be implemented only when dealing with circumstances not covered by existing academic or non-academic procedures (for example, The Student Code of Conduct, Title IX Procedures, Academic Grievance Policy, Academic Integrity Policy, Employee Grievance Policy, Discrimination Policy).

COMPLAINT AGAINST PROCEDURE

Complaints, other than those filed against persons, should be directed, in writing, to the appropriate administrator (Director, Dean). The administrator must acknowledge receipt of the complaint in writing (letter or email) within three (3) business days. It is the responsibility of that person to address the situation and, if possible, see that it is corrected if the complaint is warranted. This must be done within a reasonable amount of time, which will depend on the situation and steps needed to rectify the situation.

COMPLAINT AGAINST A PERSON

Complaints being filed against a person should be directed, in writing, to the person's immediate supervisor. The supervisor must acknowledge receipt of the complaint within three (3) business days. It is the responsibility of the supervisor to review the complaint and address it in a timely manner with the person and the complainant. The person against which the complaint is filed will be provided a copy of the complaint and the source of the complaint. Documentation regarding the complaint as well as the outcome will be secured in the office of the person who received the complaint and acted upon it.

REVIEW

The standard of proof to determine if a person is responsible for violating the policy is preponderance. The supervisor must provide the complainant, in writing, the outcome of their review. If the complainant does not receive an outcome in writing from the supervisor within two (2) weeks, they may file the complaint in writing with the supervising member of Senior Staff.

If the complainant feels the response to the complaint is unacceptable or unreasonable, they may bring the complaint in writing to the Senior Staff member who oversees that department or program within five (5) business days of receiving the outcome in writing.

CONFIDENTIALITY

Every reasonable effort will be made to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the College's need to investigate the complaint and/or implement decisions made in order to resolve the complaint. It must be understood that in order to permit the College to carry out its obligation to investigate all complaints fairly and to ensure that non-discrimination is a reality within the College community, no representative of the College is authorized to promise complete confidentiality to any person who possesses information relevant to the investigation of a complaint, including the complainant.

PROTECTION FROM RETALIATION

The person filing the complaint cannot have any adverse action taken against them for filing the complaint. An employee or student who, in good faith, files a grievance shall not suffer harassment, retaliation, or adverse consequences from other employees or the College as a result of filing a grievance. A person who retaliates against someone who has filed a grievance in good faith is subject to action either employment or student conduct. Any person who believes that they have been retaliated against after making a good faith report may report this alleged retaliation to the Associate Vice President for Human Resources or Associate Vice President for Student Affairs and Dean of Students or designee.

WHISTLEBLOWER POLICY AND ETHICS HOTLINE

The College strives to protect the confidential, anonymous reporting of employee concerns. It is the policy of King's College to treat complaints about ethical and legal violations, professional conduct and accounting complaints (i.e., accounting, internal accounting controls, fraud, auditing matters, or questionable financial practices) seriously and expeditiously.

Employees who are concerned or suspect that there has been a violation of King's College's financial policies, or Professional Code of Conduct policy as identified in the Employee Handbook are strongly encouraged to first speak with their supervisor, the Director of Human Resources, or a representative from Senior Administration, including the President. Employees who are uncomfortable talking to any of these individuals for any reason should make use of the Ethics Hotline or On-Line Reporting link established by King's College.

Ethics Hotline or On-Line Reporting

Website: <https://www.lighthouse-services.com/kingscollege>

Toll-Free Telephone:

- English-speaking USA and Canada: (833) 202-5174
- Spanish-speaking USA and Canada: (800) 216-1288
- E-mail: reports@lighthouse-services.com (must include company name with report)

The hotline and on-line reporting options are operated by an external vendor and available 24 hours a day, 7 days a week. The reporter can choose to remain anonymous. If an individual calls the hotline, a trained specialist, who is employed by an outside firm, will listen to the concerns, and take notes to prepare a report. The report will be forwarded to the appropriate party based on the complaint topic and to the Vice President of Business Affairs, CFO, & Treasurer except for the following cases. In cases involving senior leadership, reports will be forwarded to the President of the College. In cases involving auditing, accounting or internal controls issues, or the President, reports will be directed to the Chairman of the Audit Committee of the Board of Directors.

Anonymous Reporting

In this case, the college will not have access to the identity of the reporter and will not be able to respond to the reporter. Best efforts will be made to investigate and remedy wrongdoing with the information provided. King's College will fully protect the confidentiality and anonymity of the employee to the fullest extent possible, consistent with the need to conduct an adequate review. Vendors, customers, business partners, and other parties external to the College will also be given the opportunity to submit complaints; however, the College is not obligated to keep complaints from non-employees confidential or to maintain the anonymity of non-employees.

Non-Retaliation

King's College will not retaliate against employees who submit good faith complaints under this Policy. Knowingly providing a false or deliberately untruthful report may be subject to disciplinary action.

Access to Reports and Records and Disclosure of Investigation Results

All reports and records associated with this process are considered confidential information and access will be restricted to those who need to investigate the complaint: Officers of the College (or designated persons investigating a complaint), members of the Audit Committee, and (if necessary) outside legal counsel. Access to reports and records may be granted to other parties at the discretion of the Audit Committee.

Complaints and any resulting investigations, reports, or actions will generally not be disclosed to the public except as required by applicable legal requirements or regulations.

IMMUNITY FOR VICTIMS, GOOD SAMARITAN, AND AT-RISK STUDENTS POLICY

IMMUNITY FOR VICTIMS

King's College encourages the good faith reporting of crimes by victims. This includes violations of the Student Code of Conduct. Students are sometimes hesitant to report to College officials for fear of self-incrimination (e.g., the reporting student was drinking underage at the time of the incident). It is in the best interests of the College community that as many victims as possible choose to report to College officials. To encourage reporting, King's College pursues a policy of offering victims of crimes immunity from sanctions if that victim is found in violation of the College's alcohol policy in relation to the incident. The College will require education and/or counseling. King's College hopes these actions will help students make better choices in the future. Repeat incidents, however, will result in referral for student conduct violation and sanctions equal to the sanctions of a second offense. A record of the incident and education or counseling will be kept in the student's file in the Office of Student Affairs.

GOOD SAMARITAN

The welfare of students in the community is of paramount importance. At times, students on and off campus may need assistance due to the consumption of alcohol and/or drugs. The College encourages students to offer help and assistance to others in need by contacting Residence Life staff, Campus Safety and Security staff, the police or 911. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble for violation of the College's alcohol policy (e.g., a student who has been drinking underage might hesitate to help take a sexual harassment/misconduct victim to Campus Security). King's College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options to those who offer their assistance to others in need. If the student claiming "Good Samaritan" status does not complete the education program issued by the Dean of Students as it is assigned, the original complaint may proceed without the protections of the "Good Samaritan" policy in place. A record of the incident or educational program will be kept in the student's file in the Office of Student Affairs.

The Good Samaritan policy only applies to the student making the request for assistance on behalf of another student; it does not apply to other students present. The request for Good Samaritan status must be made at the time of the incident and included in the security or residence life staff report.

AT RISK STUDENTS

King's College encourages the good faith reporting of incidents where a student's excessive consumption of alcohol puts them at risk, requiring medical attention.

Sometimes students are hesitant to report to College officials that a student is in need of medical attention for fear that the student may get in trouble for consumption violations. However, any student's well-being takes precedence at such critical times.

To encourage students to assist their peers in getting medical treatment by contacting Residence Life staff, Campus Safety and Security staff, the police or 911, the reporters will be considered Good Samaritans and the At-Risk Student will be required to complete educational and/or counseling requirements. The intention of these options is to help students make better choices in the future.

If a student claiming "At Risk Student" status does not complete the educational or counseling requirements as assigned, the original complaint may proceed without protection of the "At Risk Student" policy in place. A record of the incident will be kept in the student's file in the Student Affairs Office. A repeat incident, however, will result in sanctions equal to sanctions of a second offense.

The Immunity, Good Samaritan, and Student At Risk policies only apply to violations of the King's College alcohol policy; they do not apply to other violations of College policy or violations of federal, commonwealth, or local laws.

MARKETING POLICY

The Office of College Marketing and Communications oversees all institutional marketing and advertising, internal creative services, website management, and media relations for King's College. This includes ensuring that the College's brand and identity marks are consistently and properly used by employees and students in their efforts and that any marketing,

advertising, or press efforts for the College are managed and/or authorized by the Office. Violations of this policy may be subject to disciplinary sanctions for both students and employees.

MARKETING AND ADVERTISING

The Office of College Marketing and Communications oversees all institutional marketing for King's College conducted directly through the office and by contracted vendors. Paid and contracted marketing activities are part of a comprehensive strategy set by the Enrollment Management and Marketing division and include brand awareness and recruitment advertising, special program marketing, sponsorships, organic and paid social media, owned and earned media through public relations, as well as management of the College's .EDU website.

Students and employees outside of the Office are not allowed to contract vendors or conduct institutional marketing activities unless previously approved. The Office will provide support on marketing requests for producing materials, event or program promotion, press coverage, photography, and/or other media needs. Priority is given to projects that provide the highest impact to the College and align with current marketing efforts. Please note that not all services requested may be the most appropriate solution for a project and other recommendations may be made.

REQUESTING STUDENT ORGANIZATION AND COLLEGE PROGRAM LOGOS

King's College encourages student organizations and college programs to create logos, marketing materials, and apparel that showcase their unique efforts and celebrate their work through or with the institution. At the same time, it is important to recognize the importance of cohesive and professional graphic assets and that the King's College brand has specific guidelines for proper and legal use.

Faculty and staff who direct a program and student organizations registered through the Office of Campus Activities are allowed to either request an official extension logo from the Office of College Marketing and Communications or create their own unique logo. Regardless of who creates the logo, the design must comply with the College's [Identity Standards](#) and those set forth throughout this policy.

OFFICIAL EXTENSION LOGO

These logos use design elements, colors, and fonts as an "extension" of the College's existing branding and identity standards. By using an official logo, programs and organizations can easily be recognized as a unit of the College both internally and externally, which adds a level of professionalism and credibility. Programs and organizations may not attempt to replicate an official logo, and alterations to King's College branding assets are strictly forbidden. As such, official logos **must** be designed by the Office of College Marketing and Communications. Extension logos can be requested by submitting a [Project Request form](#).

Examples



UNIQUE LOGO

It is understandable that the College's branding and logo designs might not meet the visual needs of a program or organization. Program directors and student leaders are welcome to design their own unique logos with hand drawn art or graphic elements properly sourced online. **Please note it is the sole responsibility of the program or organization to ensure they are not violating intellectual property rights by using designs or graphic elements owned by others.** Unauthorized unique logo elements include:

- the words "King's College" *
- official logo elements like the shield and anchors, in whole or in part *
- a lion other than our Leo design *
- words, symbols, or graphics that go against the College's mission
- graphic elements that infringe on intellectual property

While the Office of College Marketing and Communications does not provide design services for unique logos, they **must review and approve the final design** and can provide guidance on how to make them fit in with the brand. The Office of

College Marketing and Communications encourages the use of the King's College color palette and approved fonts, all of which can be found in the [Identity Standards](#).

*If an organization wishes to include any of these elements, they must submit a [Project Request form](#) for an official logo.

USING KING'S COLLEGE, STUDENT ORGANIZATION, AND COLLEGE PROGRAM LOGOS

Marketing Materials

Official King's College logos, college program logos, and student organization logos can be included on flyers, posters, and brochures for use in promoting the program or organization to new members and advertising events. As long as the logo has either come from or been approved by the Office of College Marketing and Communications, the design of these marketing materials does not need to be further reviewed by the office. Design recommendations for marketing materials include:

- Flyers and posters should not be larger than 11x17 inches.
- Graphic elements (including photography, illustrations, and iconography) cannot infringe on intellectual property, and content must not include words, symbols, or graphics that go against the College's mission.
 - Events should include a written-out date including the year and not use ordinal abbreviations, such as "st," "nd," or "th" (e.g., **Monday, November 27, 2023**).
 - Times should be formatted with lowercase a.m. or p.m. and use periods (e.g., 1:30 **p.m.**)
 - Locations should begin with the largest identifier, working inward (e.g., **Campus Center, Third Floor**).
 - Additional style rules and recommendations can be found in the College's [Style Guide](#).
- URLs should always be lowercase and kept as short as possible; avoid including any that exceed 40 characters and/or two slashes.
- QR codes are encouraged for printed materials, especially for longer URLs that cannot be easily shortened, but should not be used on any materials posted online or sent by email.

The King's College Printshop will not print marketing materials that are in obvious violation of the College's [Identity Standards](#) or the above design recommendations. Please refer to On-Campus and Online Posting Requirements later in this policy for additional guidelines.

MERCHANDISE

Merchandise for sale on campus may not be inflammatory or obscene in nature. To achieve a level of respect for others' values and beliefs, King's College students need to be aware that supporting activities that embarrass, insult, or provoke others, from within our community or from without, violate the principles to which the College is committed. King's prohibits the sale or distribution on campus of items that are sexist, racist, degrade others, or promote alcohol or drug consumption.

Merchandise designs including King's College logos or official extension logos that will be sold for fundraisers or events or given out without charge must be approved by the Office of College Marketing and Communications (student organizations must also follow the appropriate approval process through the Office of Campus Activities and Student Government). This ensures branding, trademark, and/or any licensing standards are met, that artwork reproduces well and is legible, and that the proper, print-ready file types are provided to the vendor. Artwork approval will not be given for any design or merchandise on which it is placed that:

- Was not previously designed or approved by the Office of College Marketing and Communications
- Improperly uses King's College assets and/or color palette
- Improperly scales or places logos within a shape
- Represents the College negatively

Approval will be based on adherence to the King's College [Identity Standards](#). If the design is found to be in violation of the brand, a new design must be submitted for approval, or the program or organization may work with the Office of Marketing and Communications to develop a design that follows the brand guidelines. The Office of Marketing and Communications will be responsible for sending the artwork directly to the vendor (employees and student leaders must include Associate Director of Creative Services on all communications with vendors); **under no circumstances should artwork that includes King's College assets be sent to a vendor without approval.**

Merchandise that only features unique logos and designs (i.e., does not include unauthorized elements previously outlined) do not need to be approved by the Office of College Marketing and Communications but must follow the appropriate approval process through the Office of Campus Activities and Student Government.

Student organizations, clubs, and classes may consult their advisors and the Director of Campus Activities regarding any question on materials they desire to distribute or sell on campus. Athletics teams and clubs should consult the Associate Vice President for Intercollegiate Athletics and Recreation regarding the distribution or sale of any items on campus.

ON-CAMPUS AND ONLINE POSTING REQUIREMENTS

King's College strives to present a welcoming, organized, and visually appealing campus to current students and employees, as well as prospective students, their families, and the community. It is equally important to maintain a similar presence through online channels. To ensure this goal is met, the following rules apply for posting flyers, posters, and similar materials.

On-Campus Posting

Student organizations may only post materials that have been approved by the Office of Campus Activities. Posters from outside organizations must be additionally approved by the Office of College Marketing and Communications. Please note, candidates for election in Student Government must abide by the rules on Election Postings created by SGA.

Employees may hang posters for their own institutional-related activities without approval. However, posters from outside organizations must be approved by the Office of College Marketing and Communications. Materials may not be approved if they:

- were not submitted in a timely manner to ensure sufficient time for approval
- go against the mission of King's College
- advertise something unrelated to the college organization's efforts
- advertise events or products that involve alcoholic beverages, tobacco products, vaping, or similar
- are deemed offensive (e.g., racist, sexist, homophobic, promotes violence).

Materials can only be hung in **designated posting areas**, which are bulletin boards and poster rails in hallways and entries. Materials must meet the following requirements, or they will be immediately removed:

- Materials are posted using the tacks provided in designated posting area. Materials are not to be posted with tape on windows; doors; or glass, painted, wallpapered, or other surfaces that may be damaged. **Posting on doors and windows may only be done by Campus Safety and Security and Facilities.**
- Materials may not be placed over or overlapping with existing materials or hang off or outside the perimeter of a bulletin board or poster rail. Materials should be hung evenly for best legibility and presentation.
- One posting per event or topic is allowed per bulletin board or poster rail.
- Materials must be taken down by the individual posting them within 48 hours of the event that has taken place.
- Chalking is only permitted on sidewalks (not building structures) that are directly exposed to rainfall using water-soluble chalk; washable crayons, spray chalk, and other semi-permanent products are not allowed.
- Posting flyers on vehicles (i.e., papering) on or adjacent to college property is prohibited.

Online Posting

Materials posted on College affiliated social media accounts must adhere to guidelines in the Colleges' [Social Media Policy](#), which includes using an approved logo or graphic for account profile pictures and content responsibilities.

Materials that are requested to be posted on the King's College website must be approved by the Web Services Manager or Web Support Specialist to ensure brand, technical, and accessibility compliance. Materials must adhere to the following standards:

- Content in PDF format must have selectable text. If using Canva, Publisher, or other design software, the file must be modified so that text becomes selectable in the PDF export.
- Content in PNG, JPG, or WEBP format must have a graphical majority. Flyers, posters, and other promotional materials with a text majority must be posted in PDF format with selectable text.

NON-SOLICITATION POLICY

Efforts to solicit, canvas, or fundraise for personal gain can be detrimental to the College's mission and educational purpose, impact efficiency and misuse of resources, and/or pose a threat to security. To avoid interruptions with the normal operations of King's College, the institution implements a Non-Solicitation Policy on college property and using college resources.

This policy is not intended to infringe on rights to freely express views but outlines authorized and unauthorized solicitation. Any solicitation that has not been authorized will be considered trespassing and the Office of Campus Safety and Security will be notified promptly. Students or employees who violate this policy are subject to disciplinary action under the Student Code of Conduct or the Professional Code of Conduct through the Office of Human Resources respectively.

UNAUTHORIZED SOLICITATION

King's College prohibits the on-campus sale, purchase, or offering of any **non-college-related** product or service; fundraising or membership support for external organizations that do not benefit the College; on-campus, through email, or on college-owned social channels posting and distributing of marketing materials by external organizations; and any other conduct relating to external business interests for economic benefit. The College also prohibits the solicitation of funds that, while intended for **college-related activities**, benefit an individual. Specifically, unauthorized solicitation can include:

- Selling or offering products or services that are not related to King's College
- Soliciting funds for an individual's tuition or college expenses
- Soliciting funds for an individual's financial hardship
- Soliciting funds, signatures, or memberships for an external organization
- Posting or distributing literature not related to the operation of King's College
- Credit card solicitation in any form by financial institutions, other companies, groups, or individuals

AUTHORIZED SOLICITATION

Employees and approved student organizations may solicit for the benefit of their college-affiliated program, organization, class or department, or office, with approval from their division leader or Office of Campus Activities, as long as it contributes to and aligns with their specific educational efforts. Due to tax laws, any student organization, class, office, or department must also receive approval from the Institutional Advancement Division regarding any sponsorship solicitations from external business or vendors. This includes, but is not limited to, program books advertisements, event t-shirts with business logos, event sponsors, gift cards, giveaways, prizes, venue spaces, or food. Student clubs and organizations must first submit a "Request for Solicitation" form from the Office of Campus Activities for approval at least two (2) weeks prior to said solicitation. Approval or denial will be given to the student leader in consultation with Institutional Advancement. Employees should email institutionaladvancement@kings.edu for approval.

Vendors who operate in or on behalf of the College in providing an on-going service or benefit to students—such as a bank offering on-campus ATM services, the Bookstore, Dining Services, or a food trunk for college event—may solicit on campus with the approval of the Vice President for Business Affairs.

Outside organizations may solicit on campus if they are sponsored by a college registered club, organization, academic or administrative department. In promoting events, the student or employee sponsoring the outside organization must receive approval for posting and distributing from the Office of Campus Activities and the Office of College Marketing and Communications. Any other solicitation involving funds must be discussed with the Vice President for Business Affairs to determine the date, place, time, and manner of solicitation. These outside groups will not be granted access to college email addresses, campus mailboxes, or mailing lists.

APPROPRIATE METHODS OF AUTHORIZED SOLICITATION

If approval is given, students and employees may solicit through college email and campus mailboxes and by appropriate posting and distributing of materials as outlined in the College's Use of Information Technology Policy and Marketing Policy. Solicitation must also comply with other approved college policies and applicable laws, including, but not limited to, tax implications, copyright, intellectual property, games of chance, and liability. Please note, solicitation of any type in college residence halls and apartments or in administration or faculty offices is prohibited.

NOTIFICATION OF PARENT OR GUARDIAN

The College releases information contained in student records within the guidelines of the Family Rights and Privacy Act. The College encourages students to communicate on a regular basis with their parents or guardians. There are specific instances where the College reserves the option to notify a student's parent or guardian. These instances are in situations where parental or guardian involvement is necessary for the benefit of the student's well-being or educational progress.

King's College may notify parents or guardians if a student:

- Is not able to make a decision regarding contacting their parents or a guardian due to physical illness or psychological state
- Is admitted to a hospital, crisis center or treatment center (other than emergency room)
- Is placed on disciplinary probation, suspension, or dismissal after the student's appeal has been exhausted
- Who is underage and is found to have violated the College's alcohol policy for consumption, possession or intoxicated behavior after the student's appeal has been exhausted
- Is being detained by local or state authorities.

The decision to notify a parent or guardian will be at the discretion of the Associate Vice President for Student Affairs and Dean of Students.

OFF-CAMPUS BEHAVIOR AND RESPONSIBILITY POLICY

The College maintains the Off-Campus Behavior and Responsibility Policy and Regulation XVII: Off Campus Behavior along with other regulations that apply to off campus living in the Student Code of Conduct and College policies as published in the Student Handbook. In addition:

- Students living off campus or visiting the neighborhoods around the College are to be good neighbors and demonstrate respect for each other and members of the Wilkes-Barre community. Students must respect the rights of others including neighbors, faculty, staff, and other students, to live in an environment without being infringed upon by the inappropriate behaviors of others.

- Students residing in off-campus housing are required to maintain the exterior of their properties with no garbage in the yard or on porches.
- No soft or upholstered furniture is permitted on the porches, decks, or patios.
- Students should not have more than 10 guests in their property, in addition no other residents that are registered to live in the property at any one time.
- Students may not have any gathering that results in noise that interferes with their neighbors at any time of the day. In addition, they must adhere to the City of Wilkes Barre ordinances on noise.
- Cooperate with Wilkes-Barre City Health, Fire, and Housing officials in any action initiated by those officials.
- Discuss with one's housemates a plan to ensure good health practices.

Students at King's College are members of both the College community and the community of Wilkes-Barre. All members of the College community have the obligation to adhere to the policies and regulations of the College and the laws of the commonwealth and local jurisdictions. The College holds students accountable to a higher standard of behavior than what is minimally expected by public law.

Students living off campus are responsible for not only their behavior that occurs in the apartments or houses, but also that of their guests or visitors. If the College receives a complaint and the individual cannot be identified, the residents of the dwelling will be held accountable and will be issued disciplinary sanctions. Such behaviors in which the resident will be held responsible include, but are not limited to, dropping items or liquid from windows, shouting obscenities or abusive language from a dwelling, underage consumption or possession of alcohol, excessive noise, discharging fireworks or causing a fire hazard. Residents are not to permit alcohol to be present when any person who is underage is present, if the guest, visitor, or unidentified individual is acting inappropriately in any way, the resident will be held accountable. The residents of the off property are responsible for knowing the identity of all visitors in the dwelling and property. Students are to cooperate with local police authorities and Campus Safety and Security Officers.

The College's policy is to hold students responsible for their behavior off campus. The behavior of students, both positive and negative, reflects upon the College through public officials and the public. The College will take disciplinary action on complaints received concerning off-campus student behavior from the police, neighbors, property owners, other students, faculty, staff, or the public. Students whose behavior off campus is contrary to public law or College regulations and policies will be subject to disciplinary sanctions. King's will suspend from the College any tenants or residents of an off-campus dwelling (house, apartment, room, etc.) who have been arrested or issued citation(s) by police or similar authorities.

All students must be aware that:

- The College will discipline students for incidents that occur off campus
- The decisions of the College and Magistrate or courts are independent and mutually exclusive
- The College will discipline students in all cases where a citation or arrest takes place
- The College will not delay issuing a decision in a case because of a pending case before the Magistrate or courts
- Students are responsible for the behavior of their guests on and off campus, and for any behavior that occurs in their residences as well as the behavior in the neighborhood when the guests or visitors leave the dwellings.

NUISANCE POLICY

Any off-campus apartment, house, or other dwelling where there have been two or more complaints about disruptive behavior will result in the student residents or tenants having to vacate the property and obtain housing approved by the Associate Vice President for Student Affairs and Dean of Students or designee. All expenses related to the required move are the sole responsibility of the student.

OFF-CAMPUS STUDENT CONTACT INFORMATION

Off-campus students are required to provide, in writing, their name, those of their roommates, off-campus address, off-campus phone number, property owner's name, and phone number to the Office of Student Affairs. This information must be provided by August 15 for the fall semester or by December 15 for the spring semester each year the student resides off campus. Students who fail to provide all required information will be issued a \$75 fine and a hold will be placed on their records including registration, grade reports, and transcripts.

PREGNANCY OR RELATED CONDITIONS POLICY FOR STUDENTS

King's College is committed to assisting students with the balance of the demands involved in pregnancy, childbirth, recovery and related medical conditions to help them complete their academic requirements. The U.S. Department of Education defines pregnancy as inclusive of pregnancy, childbirth, termination of pregnancy, or lactation, as well as medical conditions and recovery related to pregnancy, childbirth, termination of pregnancy or lactation. This policy is applicable under the 2024 Title IX Regulations from the U.S. Department of Education.

As a Catholic college, King's is committed to life and to providing resources that support the choice of life. Therefore, King's will do all that it can to accommodate the needs of students who are pregnant or were pregnant in terms of coursework, housing, and pastoral, spiritual and emotional support.

For students who are pregnant:

- A. You may continue to participate in classes and extracurricular activities throughout pregnancy.
- B. You are not required to provide a doctor's note for the pregnancy or return to classes after childbirth unless you are asking for accommodation for a disability through Dr. Melissa Ciocco, Disability Services Coordinator in the Academic Skills Center, Mulligan, Room 94, (570) 208-5800. The Academic Skills Office requires documentation for all accommodations.
- C. The College will provide reasonable modifications, for example, an appropriate desk or separate chair rather than the traditional desk, more frequent use of the restroom when necessary, during the pregnancy, or time to breastfeed or express breast milk after your pregnancy. You are not obligated to accept or decline these modifications.
- D. In compliance with the College's policy, faculty members will accommodate absences due to pregnancy, childbirth, termination of pregnancy, and recovery without requiring documentation or negative impact on grading or assessment.
- E. You are permitted to return to the same academic program and extracurricular activities status as before your medical leave, where administratively possible or practicable.
- F. You will be permitted to make up any academic work missed while out for your pregnancy, childbirth or recovery from your pregnancy, childbirth, termination of pregnancy or related medical conditions. Instructors will work with students regarding extensions on assignments or testing due to pregnancy or childbirth.
- G. You may reside on campus in College operated housing. In general, College residence halls are not set up to accommodate children. The Office of Residence Life can assist students who are looking for housing to better accommodate children. Care for a dependent child is an approved exemption to the College's Residency Policy.
- H. The College has designated a Lactation Space on the first floor of Hafey-Marion Hall, which is available and accessible to all students. If you require additional assistance with the Lactation Space, please contact the Title IX Coordinator.
- I. If you need to withdraw from a class after the deadline or withdraw from the College due to the pregnancy, childbirth, termination of pregnancy, and recovery, you must contact the Associate Vice President for Academic Success or their designee, Administration Building, Room 327, (570) 208-5895. If you withdraw from the College due to pregnancy or childbirth, you will be readmitted for any subsequent semester.

It is recommended that students:

- A. Communicate with the College's service offices, especially Academic Skills and your faculty regarding any disability accommodations early.
- B. Keep records of absences due to pregnancy and childbirth and all communication with your faculty and service offices.

Title IX, the gender equity law, provides student protection during pregnancy, childbirth, termination of pregnancy and recovery from childbirth or related medical conditions. If a student believes they are being discriminated against due to their pregnancy, termination of pregnancy or recovery from pregnancy/childbirth or related medical conditions, or is not receiving appropriate modifications, please contact the Title IX Coordinators for assistance.

Title IX Coordinator
Regina Corchado, SHRM-SCP
Director of Human Resources
181 North Franklin Street

Title IX Coordinator
Megan Casey
AVP for Student Affairs/Dean of Students
John Lane House, 166 North Franklin St.

(570) 208-5968 (office)
(570) 266-3060 (mobile)
reginacorchado@kings.edu

(570) 208-5875 (office)
megancasey1475@kings.edu

Information about Title IX requirements is available from the Department of Education; Office of Civil Rights at their website www2.ed.gov/ocr. The website has information on Title IX and how to file a complaint on-line. The regional office can be contacted at U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323. Telephone: (215) 656-8541. Facsimile: (215) 656-8605. Email: OCR.Philadelphia@ed.gov.

PROTECTION OF CHILDREN POLICY

INTRODUCTION

The purpose of this Policy is to fulfil King's College's moral and legal obligations to protect minor children as vulnerable members of society, and to reflect the rules and obligations set forth in Pennsylvania's Child Protective Services Law (23 Pa.C.S. §6301 et seq.) for reporting suspected child abuse. A child or minor child is defined as someone 17 years of age and under.

Child abuse is a violation of the law. While reprehensible in any context, child abuse is a matter of particular concern in an academic community in which students, faculty, and staff are connected by strong bonds of dependence and trust.

Under Pennsylvania law, all King's College employees have a mandatory obligation to report suspected child abuse to child protective services. In addition, under this Policy, all King's College students have a mandatory obligation to report suspected child abuse to child protective services.

The information provided in this policy provides information about identifying child abuse, outlines who must report suspected child abuse, and details when and how such a report must be made. Any questions about this policy should be referred to the Executive Director of Campus Safety and Security.

WHO MUST REPORT

King's College requires all employees and all students, as a condition of employment and enrollment, to report suspected child abuse. For purposes of this policy, the meanings of employees and students should be interpreted broadly to include full-time and part-time employees of the College; adjunct faculty members; contracted employees of the College and, full-time and part-time students enrolled at the College.

DUTY TO REPORT TO CHILD PROTECTIVE SERVICES

All King's College employees and students are required as mandatory reporters to follow the procedures outlined in this document under the following circumstances: 1) the report received alleges that a child (17 years of age or under), either the person making the report itself or about whom the report is being made, is presently being or had been abused in the past regardless of the time that has elapsed since the alleged abuse; or 2) the report received from an adult (18 years of age and older), who reports having been abused as a child, indicates that other children (17 years of age and under) are presently in danger due to the same or similar circumstances of abuse. This indication may be grounded, for example, in the reporter's own alleged abuse in the same or similar circumstances.

All King's employees and students, who receive reports from adults (18 years of age and older) of past child abuse, when the report does not indicate that children are presently in danger of abuse, are to encourage the adult to report the abuse themselves, to offer to assist the adult in reporting the past abuse, and to inform the adult about available counseling on campus.

If the child suspected of being abused is in immediate danger, call 9-1-1.

- A. Employees: Under Pennsylvania state law, all College employees are required to immediately make a report to ChildLine if they have reasonable cause to suspect that a child is the victim of child abuse when:
1. The employee comes into contact with the child in the course of employment, occupation, and practice of a profession, or through a regularly scheduled program, activity, or service.
 2. The employee is directly responsible for the care, supervision, guidance, or training of the child, or is affiliated with a school or regularly established church or religious organization that is directly responsible for the care, supervision, guidance, or training of the child.
 3. A person makes a specific disclosure to the employee that an identifiable child is the victim of child abuse.
 4. An individual 14 years of age or older makes a specific disclosure to the employee that the individual has committed child abuse.

- B. Students: Under College policy, all students are also required to immediately make a report to ChildLine if they have reasonable cause to suspect that a child is the victim of child abuse.

DUTY TO REPORT TO THE COLLEGE

After making a report to ChildLine, both employees and students are also required to immediately thereafter report the suspected abuse to the King's College Executive Director of Campus Safety and Security. The Executive Director of Campus Safety and Security has the obligation to facilitate the cooperation of the College with the investigation of the report.

REASONABLE CAUSE TO SUSPECT

Reasonable cause may be based on the employee/student's own observations or knowledge, or on information shared with the employee/student by the child or any other individual.

Reasonable cause to suspect is a very low threshold. It does not require proof, nor actual evidence, and the employee/student should not seek to investigate the information.

Reasonable cause may exist regardless of whether the date of abuse, the specific nature of the act, or the identity of the perpetrator is known.

When in doubt about whether to make a report, the employee/student should err on the side of reporting the conduct of concern. The College's Child Safety Protection Coordinator may be consulted for support in discerning whether there is reasonable cause to suspect abuse. The Child Safety Protection Coordinator (see Child Safety Protection Committee below) will not discourage a person from reporting, but simply clarifies the grounds for reporting. The responsibility to report remains the responsibility of the individual employee or student.

DEFINITION OF CHILD ABUSE

Pennsylvania law defines child abuse broadly to include intentionally, knowingly, or recklessly, through action or inaction:

- A. causing or creating a likelihood of bodily injury (within the past two years).
- B. causing or substantially contributing to serious mental injury (regardless of how long ago the act occurred).
- C. causing or creating a likelihood of sexual abuse or exploitation (regardless of how long ago the act occurred).
- D. causing the death of a child (regardless of how long ago the act occurred).
- E. causing serious physical neglect (repeated, prolonged, or egregious failure to supervise a child in a matter consistent with the child's age and abilities, or the failure to provide a child with adequate essentials, including food, shelter or medical care) (regardless of how long ago the act or inaction occurred).
- F. fabricating, feigning, or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child (within the past two years).

Child abuse also includes the following acts, if committed within two years of the date of the report, even if they do not result in injury:

- A. kicking, biting, throwing, burning, stabbing, or cutting a child in a matter that endangers the child.
- B. unreasonably restraining or confining a child.
- C. forcefully shaking, slapping, or striking a child under one year of age.
- D. interfering with the breathing of a child.
- E. leaving a child unsupervised with a registered sex offender or a sexually violent predator.
- F. causing a child to be present during the operation of a methamphetamine laboratory.

RESPONDING TO A REPORT

The employee/student should reassure the child and thank them for sharing. The employee/student should react as neutrally and empathetically as possible and reassure the child that s/he has done the right thing by sharing. The employee/student should not panic or overreact to the information disclosed by the child, criticize the child, claim that the child misunderstood what happened, or reinforce a child's belief that s/he is to blame for what happened. As appropriate, remind the child that no one should ask them to keep a special secret and that it is okay to tell a trusted adult.

REPORTING PROCEDURE

The reporting procedures under College policy are the same for employees, who are mandatory reporters under state law, and for students, who are required to make a report under this Policy.

- A. Contact ChildLine: If an employee or student has reasonable cause to suspect that a child is a victim of child abuse, they must immediately make a report of the of suspected child abuse by calling Pennsylvania's ChildLine at 800-932-0313 or by filing a written report at compass.state.pa.us/cwis. Note that a report made initially by calling Pennsylvania's ChildLine must be followed by a written report at online within 48 hours of the call. Conversely, a report made initially by electronic submission does not need to be followed by a call to ChildLine.
- B. Contact King's College Executive Director of Campus Safety and Security: Anyone making a report of suspected child abuse must also immediately contact King's College Executive Director of Campus Safety and Security by calling (570) 208-5954 or the College Switchboard at (570) 208-5900. The Office of Campus Safety and Security is located on the first floor of Ryan Hall on North Main Street. The Executive Director of Campus Safety and Security will confirm with the reporter that the suspected abuse has been reported through ChildLine and/or compass.state.pa.us/cwis. While the Executive Director of Campus Safety and Security can assist an employee or student in making a report, there is no requirement that the report be disclosed to the College before making the report to ChildLine.. While the Executive Director of Campus Safety and Security can assist an employee or student in making a report, there is no requirement that the report be disclosed to the College before making the report to ChildLine.

COLLEGE PROCEDURES UPON RECEIPT OF A REPORT

The Executive Director of Campus Safety and Security or designee will immediately file a verbal report with the Department of Public Welfare's ChildLine (1-800-932-0313) on behalf of the College. A written report using PA form CY-47 (which can be found online at Keep Kids Safe - DHS.pa.gov). A report will also be filed with Luzerne County Children and Youth Services within 48 hours of the initial verbal report to DPW.

This report should be faxed to (570) 821-7355 or mailed to:

Luzerne County Children and Youth Services

111 N. Pennsylvania Ave.
Wilkes-Barre, PA, 18701

The Executive Director of Campus Safety and Security or designee will also immediately notify the Wilkes-Barre Police of any suspected crimes.

The Executive Director of Campus Safety and Security will immediately notify the following personnel of all received reports of suspected child abuse, any available information, and any external notifications:

- President of the College, and
- Director of Human Resources (if the alleged abuser is a faculty or staff member) or
- Vice President for Student Affairs (if the alleged abuser and/or victim is a student)

If one of these positions is vacant, or the person holding the position has a conflict of interest, the President of the College will appoint another member of the administration to act in place of the member with the conflict of interest. If the President has a conflict of interest, the Executive Committee of the Board will act in place of the President.

A potential conflict of interest arises if one of these team members directly supervises the person suspected of abuse, the complainant/victim or person suspected of abuse is a family member, or if they have a personal bias towards or against the complainant/victim or person suspected of abuse.

If the person suspected of abuse is a member of the clergy or of a religious order, the President of the College will report the allegation to the respective religious superior or diocesan bishop under whose authority the individual was assigned to King's College.

The Executive Director of Campus Safety and Security or designee will notify the parents or guardians of the alleged victim, if the parents or guardians of the victim are known to the College, have not already been involved in the reporting and are not the alleged abusers.

Within 48 hours, the Executive Director of Campus Safety and Security or designee will contact the person(s) who filed the original report to confirm that College policy has been followed in reporting the alleged abuse, including the filing of any reports with the Department of Public Welfare.

INVESTIGATION AND DISCIPLINE

The Department of Campus Safety and Security will be responsible for any investigative steps warranted by the nature of the report. The Department of Campus Safety and Security will coordinate any investigation with child protective services and/or local law enforcement to assure that the College's review does not interfere with the integrity of any external reviews.

If the allegation of child abuse involves suspected abuse by a current employee or student, the College may:

- A. immediately issue an interim suspension of the employee or student. A decision to issue an interim suspension for an employee without pay is rendered by the Director of Human Resources. A decision to issue an interim suspension to a student is rendered by the Associate Vice President for Student Affairs.
- B. terminate the employee or expel a student from the College pending the outcome of the investigation by the Office of Campus Safety and Security. A decision to terminate the employee is rendered by the Director of Human Resources. A decision to expel a student is rendered by the Associate Vice President for Student Affairs.
- C. issue a no trespass order for all College property and events, including off-campus College events. A no trespass order is issued by the Executive Director of Campus Safety and Security.

Upon review of all available information, including reports from the Office of Campus Safety and Security and any external investigations, the Director of Human Resources (for employee-related concerns) or Associate Vice President for Student Affairs and Dean of Students or designee (for student-related concerns) will render a decision regarding any disciplinary action.

If a disciplinary action is appealed, the President of the College will make the final decision on all disciplinary action against employees and students. If the alleged abuser is the President of the College, the Executive Committee of the Board of Directors shall make the final decision as to any disciplinary action.

If the allegation of child abuse involves suspected abuse by an independent contractor, vendor, visitor, guest or other third party, and the alleged abuse happened on campus or on property owned or leased by the College or poses a threat to the safety of any College student or employee, the Executive Director of Campus Safety and Security will issue a no trespass order to the alleged abuser pending the outcome of any investigations. If the alleged abuser is an independent contractor or employee of an entity with authorization to be on campus, the Executive Director of Campus Safety and Security will also notify that entity of the allegations. Based on a review of all available information, including any internal or external reviews, the Executive Director of Campus Safety and Security may issue a permanent no trespass order and notify the outside entity of the outcome of the College's review.

GOOD FAITH IMMUNITY

Persons filing reports of child abuse are guaranteed protection under the law. If a person who has filed an abuse report believes that their rights have been violated, they may commence an action for appropriate relief, if all of the following apply:

- The person is required to report under § 6311 or encouraged to report under §6312
- The person acted in good faith in making or causing the report of suspected child abuse to be made; and
- The person is discharged from employment or is discriminated against with respect to compensation, hire, tenure, terms, conditions, or privileges of employment as a result of making the report of suspected child abuse.

COMPLIANCE WITH THIS POLICY

King's College reserves the right to impose sanctions, including and up to termination, for failure to follow this policy. All incidents will be reviewed on a case-by-case basis. Mandated reporters under Pennsylvania law can also face criminal penalties (imprisonment and fines) for willfully failing to report or refer suspected child abuse to ChildLine.

Additionally, anyone impeding or obstructing an investigation into suspected child abuse or retaliating against anyone involved in the reporting or investigation of suspected child abuse may be in violation of Pennsylvania law or otherwise subject to disciplinary action.

CHILD SAFETY PROTECTION COMMITTEE

The President of the College will appoint members to the Child Safety Protection Committee. Ex officio appointees include the Executive Director of Campus Safety and Security, the Associate Vice President of Student Affairs, and the Director of Human Resources. The President may appoint additional members to the committee. He designates one of the committee members as the Child Safety Protection Officer. Committee members will participate in specialized training concerning issues of child safety, child abuse, and mandatory reporting guidelines. Each member of the committee will comply with the College's clearance requirements for those with direct contact with minors.

THE SAFETY AND PROTECTION OF CHILDREN

To ensure the safety and protection of children in programs sponsored by the College, whether on campus or off-campus, King's College requires that all students who have routine/direct contact with children must receive the appropriate clearances and training outlined in this policy.

Individuals who have routine/direct contact with children include those who are responsible for the welfare of a child; provide care, supervision, guidance, or control of children; or have contact with a child that is regular, ongoing, and integral to their responsibilities. In terms of the duration and frequency of contact, routine/direct contact is described as ten (10) or more hours or five (5) or more distinct contacts in the course of a twelve-month period.

A child or a minor child is defined as a person under 18 years of age. This includes matriculated students or program participant seventeen years of age and younger.

CLEARANCES, EDUCATION, AND TRAINING FOR STUDENTS

Students who are responsible for the welfare of children or have routine/direct contact with children through College-sponsored curricular or co-curricular programs or activities are required to obtain appropriate clearances and training. Routine/direct contact is regular, ongoing contact that is integral to the student's responsibilities related to children. In terms of the duration and frequency of contact, routine/direct contact is described as ten (10) or more hours or five (5) or more distinct contacts or in the course of a twelve-month period.

- A. Clearances for Students Taking Education Courses (EDUC prefix):
 - FBI Background Check (fingerprint-based federal criminal history submitted to the FBI through the Pennsylvania State Police or an authorized agent of the Pennsylvania State Police)
 - Pennsylvania Criminal Background Check (report of criminal history from the Pennsylvania State Police)
 - Pennsylvania Child Abuse History (from the Department of Human Services)
 - National Sex Offender Public Registry Check

- B. Clearances for Students Who Host Overnight Recruitment Guests:
 - National Sex Offender Public Registry
 - Pennsylvania Criminal Background Check
 - Pennsylvania Child Abuse History
 - FBI Background Check (The FBI background check is not required for student volunteers who have been PA residents continuously for the past 10 years, and who sign a disclaimer affirming that there are no grounds that would prohibit them from serving as volunteers.)

- C. Clearances for Other Students Who Have Routine/Direct Contact with Children:
 - FBI Background Check (fingerprint-based federal criminal history submitted to the FBI through the Pennsylvania State Police or an authorized agent of the Pennsylvania State Police)
 - The FBI clearance is not required for students who meet the following criteria: 1) the position is unpaid; 2) the volunteer has been a PA resident continuously for the past 10 years; and 3) the student signs a disclaimer affirming there are no grounds that would prohibit their selection as a volunteer.
 - Pennsylvania Criminal Background Check (report of criminal history from the Pennsylvania State Police)
 - Pennsylvania Child Abuse History (from the Department of Human Services)
 - National Sex Offender Public Registry Check (one time only)

- D. Mandatory Disclosure: Under the King's College Student Handbook, all students are required to report arrests and convictions to the Associate Vice President for Student Affairs and Dean of Students or designee.

- E. Education and Training for Students Taking an Education Course (EDUC prefix): King's College Education students are required to:
 - Complete the on-line training program provided by United Educators.
 - Review the document, "Guidelines for Appropriate Interaction with Children," and sign a copy of the guidelines acknowledging that s/he has read the document, understands its contents and will adhere to the guidelines; and
 - If engaged in student teaching, complete the VIRTUS training program.

All students taking an education course must complete the requirements prior to the beginning of the student-teaching placement.

- F. Education and Training for Other Students Who Have Routine/Direct Contact with Children: All other King's College students who are required to obtain background clearances for the safety and protection of children are required to review the document, "Guidelines for Appropriate Interaction with Children," and to sign a copy of the guidelines acknowledging that s/he has read the document, understands its content and will adhere to the guidelines prior to working with children. In addition, these are required to complete the on-line training program provided by United Educators.

- G. Education and Training for Students who Host Overnight Recruitment Guests: These students are required to review the document, "Guidelines for Appropriate Interaction with Children," and to sign a copy of the guidelines acknowledging that s/he has read the document, understands its content, and will adhere to the guidelines prior to

hosting recruitment guests. In addition, these are required to complete the online training program provided by United Educators.

WORKING PROVISIONALLY WITH CHILDREN

All students who are responsible for the welfare of children or have routine/direct contact with children as described above must have clearances before beginning service.

TRACKING CLEARANCES AND TRAINING

The oversight of the process related to obtaining and tracking the necessary clearances and training of all King's College students required to obtain clearances and training under this policy is shared by various departments within the College as listed below. A copy of these records must be stored in the Office of Student Affairs for a period of seven (7) years. The College conforms to FERPA guidelines in maintaining the confidentiality of these records.

- A. Students in Education Courses (EDUC prefix): Education Department
- B. Student Volunteers: Shoal Center for Community Engagement
- C. Students in Service-Learning Courses: The course instructor and the Shoal Center
- D. Monarch Ambassadors: Office of Admission
- E. Student Athletes Hosting Recruits: Athletics Department

COSTS RELATED TO OBTAINING CLEARANCES AND PROVIDING TRAINING

Students taking education courses are responsible for the costs associated with obtaining clearances. The College assumes the costs related to non-education students engaged in volunteer service or in service-learning courses and programs.

REPORTED MISSING STUDENT POLICY

In accordance with federal legislation, the College abides by the following policy in cases where a student is reported missing to the King's College Office of Campus Safety and Security.

When a person notifies Campus Safety and Security that a student is missing, an officer completes a missing person's report. This report must include the last time the student was seen and the name of the person making the report.

Students who are over the age of 18 years, or who are emancipated, may file with the College a written notification of a confidential contact to be notified if the student is reported missing. The confidential contact information must be filed in writing with the Associate Vice President for Student Affairs and Dean of Students. Unless confidential contact information is filed in writing, the parent or guardian listed on the student's records will be contacted.

When a report has been filed with Campus Safety and Security, the Executive Director or Director of Campus Safety and Security will be notified. Once Campus Safety and Security has determined that the student has been missing for 24 hours, the Director or designee will:

1. Notify appropriate campus officials
2. Notify the parent, guardian, or confidential contact (if filed by a student who is at least 18 years of age) that the student has been reported missing for 24 hours
3. Notify the police authority if the student is missing more than 24 hours.
4. The parent/guardian or designated contact person and the police may be notified earlier than 24 hours if there is information that the missing person is in endanger to themselves or others or other extenuating circumstance as determined by the Executive Director of Campus Safety and Security or designee.

REPORTING INCIDENTS TO POLICE AUTHORITIES

At King's College, the safety of our students, faculty, staff, and guests is paramount. The Office of Campus Safety and Security cooperates with law enforcement agencies any time criminal activity endangers the community. Campus Safety and Security Officers conduct investigations of behavior that may violate the College's policies and regulation; it does not conduct investigation for police authorities.

Students and employees are encouraged to report to the local police authority's crimes especially when they are the victim. Campus Safety and Security staff is available to assist students and employees in making reports to the police.

In accordance with the Student Records Policy and FERPA, the College may disclose to the police information under the following circumstances:

- Directory information as defined in the College's Students Records/FERPA policy, if the student does not have a privacy restriction on all records through the Registrar's Office
- Information released due to an impending and immediate emergency
- Information due to protect the individual students' or others health and safety
- To comply with a court order, subpoena, or other lawful request

Campus Safety and Security cannot provide security reports prepared for use outside of the Campus Safety and Security department, for example for the Office of Student Affairs, Residence Life, the Business Office, or other departments, which are part of the student record to police without consent of the student(s) named in the report unless one of the circumstances above exists as determined by the Executive Director. Reports prepared for the sole use of the Campus Safety and Security Department, acting as the campus law enforcement agency under FERPA, which are not provided to other College offices or become part of the student record, may be disclosed to the police at the discretion of the Executive Director of Campus Safety and Security.

In accordance with the Pennsylvania Child Protective Services Law, those who have experienced child abuse should know that all College employees (e.g., faculty, staff, Resident Assistants, Resident Counselors, Campus Safety and Security, contracted service employees) excluding licensed professionals from the College's Counseling Center and the professional staff in Campus Ministry, are mandated to report incidents of child abuse brought to their attention to ChildLine or Law Enforcement. Notification will also be made to Campus Safety and Security.

Licensed professionals from the Counseling Center and professional staff in Campus Ministry are not required to disclose knowledge of crimes reported to them except, when necessary, to prevent harm; those who wish to discuss a situation in complete confidence should notify the Counseling Center or Campus Ministry. Counseling services and pastoral care are available for persons affected by a sex offense.

SEARCH AND ROOM/APARTMENT ENTRY POLICY

Please see **Search and Entry Policy** within the Residence Life section.

SERVICE ANIMAL/EMOTIONAL SUPPORT ANIMAL POLICY

Please see **Disability Services** within the Student Success and Engagement section.

SEXUAL HARASSMENT/TITLE IX

See **Title IX Policy** in the following section of this Student Handbook.

SMOKING AND TOBACCO POLICY

The use of all forms of smoking paraphernalia, including cigarettes, cigars, pipes, vapes, smokeless tobacco, snuff, chew, or e-cigarettes, is prohibited on all King's College properties and in all vehicles and facilities. The policy prohibits the use of tobacco products as commonly understood, as well as products intended to mimic tobacco products.

The policy applies to all members of the College community without exception including visitors, vendors, contractors, and subcontractors. Failure to comply with this policy may result in disciplinary action.

The policy limits the negative effects of smoking on the health and well-being of all the members of our community. Research indicates the negative impact of smoking and exposure to second-hand smoke. The policy provides a smoke-free work environment that improves air quality, the cleanliness of facilities, the comfort of all, especially members of our community with respiratory concerns.

It is the responsibility of all the members of the King's College community to support the health and well-being of all the members of our community by abiding by this policy. To do so is an act of caring for one another. Polite interventions and asking violators to conform to the policy are encouraged. When an intervention is rebuffed, the matter should be reported.

REPORTING VIOLATIONS

Any member of the King's College community is welcome to bring a concrete concern regarding the violation of this policy to the appropriate College office:

- A. Student violations should be reported to the Office of the Associate Vice President for Student Affairs and the Dean of Students or designee.
- B. Employee violations should be reported to the Office of Human Resources, who will refer the issue to the respective Vice-President.

- C. Violations by guests, vendors, contractors, and subcontractors should be directed to the Office of Campus Safety and Security.

DISCIPLINARY ACTIONS

The King's College Smoking Policy is applicable to the Student Conduct System. Violation of this policy is subject to the student conduct process and accompanying sanctions based on a progressive discipline system. Should the implementation of the student conduct process for an alleged student violator conclude with evidence of the policy's violation, the following progression of sanctions are in effect:

- First Offense: Censure (Warning) and a \$25 monetary fine
- Second Offense: Disciplinary Probation for one semester, Parental Notification, and a \$75 monetary fine
- Third Offense: Disciplinary Suspension for one semester, Parental Notification, and a \$100 monetary fine

Questions regarding this policy should be addressed to the Associate Vice President for Student Affairs and Dean of Students for student concerns and the Office of Human Resources for faculty and staff concerns.

SOCIAL MEDIA POLICY

Designated members of the King's College community use social media networks to build online awareness of the College's mission, brand, activities, and accomplishments among key audiences, from prospective students and parents to alumni and benefactors. No matter the size or following, every account affiliated with King's College plays a critical role in communicating the institution's values and reputation for academic excellence.

The following policy applies to all employee and student run social media accounts that are affiliated with King's College. Adherence to these policies is intended to promote a strong digital presence and avoid liabilities, damages, and claims that may arise from posting inappropriate or unauthorized content. **Please refer to the most up-to-date version of this policy at kings.edu/marketingoffice/media-relations.**

I. Personal Social Media Accounts

- A. Commitment to Free Expression. King's College supports the rights of our community members to exercise their freedom of speech and be active participants in conversations that take place in appropriate public forums.
- B. Personal Responsibility. The College is not responsible for, and has no control over, the content of any student, employee, or community member's personal social media accounts. Further, the College is not responsible for social media content generated by third-party users that mention the institution. The College encourages students and employees to be judicious in how they present themselves online, where families, current and future classmates and colleagues, professors, alumni, administrators, internship supervisors and future employers can read what is published publicly. The College encourages our community to not harass, intimidate, threaten, or bully others on social media and to be calm, thoughtful, and respectful when posting about emotional subjects. Comments from personal accounts on College Affiliated Accounts do not imply the endorsement of, or agreement by, King's College.
- C. Professional Separation. If students or employees identify their affiliation with King's College on their personal account, they should make clear that all views are their own and do not represent the College. Employees and students are not permitted to use the King's College logo on personal accounts (e.g., profile image).
- D. Sharing Affiliated Content. Employees and students are highly encouraged to reshare content posted by College Affiliated Accounts on their personal accounts. If an employee or student is responsible for creating King's College related content for social media, it is best practice for that content to be shared from a College Affiliated Account before it is shared on personal accounts. For example, if an academic department is hosting a lecture and has a poster created, the professor arranging the event should let the institution share the news first before posting on their personal account.

II. Approval and Creation of King's College Affiliated Accounts

- A. Purview. All social media accounts that represent the College, by use of its name or any derivative of the name or property, fall under the ownership of King's College and the purview of the Office of College Marketing and Communications (OCMC). These affiliated accounts include those used for the entire College, academic and athletic departments, administrative offices, and student organizations to communicate with the public.
- B. Brand Standards. As such, all accounts must adhere to [King's College brand standards](#) and account guidelines.
- C. Eligibility. King's College staff, faculty, and current students are permitted to create and manage College Affiliated Accounts for the entities named in Section II-A for College-related purposes. Acceptable and appropriate social media platforms for College Affiliated Accounts currently include Facebook, Instagram, Twitter, and Snapchat. Other social media platforms can be considered on a case-by-case basis. Accounts must be approved and documented

with the OCMC. Those interested in creating an account must email socialmedia@kings.edu with their request. To be approved, an account must have, at minimum, a:

- a. full- or part-time employee designated as the primary administrator, ideally department or program leaders, who oversees the account's appropriate setup and management and bears overall responsibility of the account and/or other administrators.
 - b. secondary administrator, either an employee or current student, who is responsible for content if not handled directly by the primary administrator.
 - c. compelling reason for the account, including engagement goals, content generation, and maintenance planning; and
 - d. brand compliant account handle/name, profile image, and bios and/or links
- D. Credentials. All accounts must be created with a King's College (kings.edu) email address and consist of a professional and secure password that is documented with the OCMC who shall have administrative access.

III. Content Guidelines for All King's College Affiliated Accounts

- A. College Representation. Do not post any information on College Affiliated Accounts that may be considered contrary to Catholic identity and the King's mission. Remember, our mission is to provide students with a broad-based liberal arts education that offers students intellectual, moral, and spiritual preparation that enables them to lead meaningful and satisfying lives.
- B. Official Comment. Only accounts managed directly by the OCMC are authorized to speak on behalf of the entire College unless approved in very select situations by the College's Executive Director of Marketing and Communications. Administrators of College Affiliated Accounts must promptly refer any third-party requests for public or official comment to the OCMC. No College Affiliated Account—other than those managed directly by the OCMC—may distribute content or official comment related to a crisis. This will reduce misinformation and content taken out of context. Affiliated accounts may, at their discretion, choose to reshare content that has already been released by the OCMC.
- C. Area of Expertise. Social media accounts should provide unique perspectives on what is going on at King's College regarding the area of expertise of an academic program, athletic division, organization, or student club. While it is enticing to share personal opinions about controversial topics or news events, any conversations on College Affiliated Accounts should be related to work the organization is doing at the institution through the voice of that organization.
- D. Do No Harm. Do not post any information that may harm the College, colleagues, or classmates. Employees and students who manage College Affiliated Accounts are personally responsible for the content published on social media and are subject to disciplinary measures stated in the Employee Handbook and Student Handbook, respectively.
- E. Accurate and Appropriate. Content for all accounts should be centered on news, events, initiatives, and organizational accomplishments that positively promote King's College to the public. All statements must be true and not misleading, all claims must be substantiated, and in alignment with existing student and employee conduct policies. Do not post spam, self-promotion to personal accounts, or remarks that are off-topic or offensive.
- F. Permissions. Content, both written and graphic, should be original and follow copyright, fair use, and intellectual property rights as well as applicable usage rules, such as citing sources, attributing credit, and linking to credible, external sources. Do not post about individuals without their permission.
- G. Confidentiality. Do not post confidential or proprietary information about King's College, its students, staff, or alumni. Use good ethical judgment and follow College policies and federal requirements, including:
 - a. Family Educational Rights and Privacy Act (FERPA)
 - b. Health Insurance Portability and Accountability Act (HIPAA)
 - c. NCAA Regulations
 - d. Title IX Law/Regulations
 - e. Terms of Use for each social media platform
- H. Paid Posts. Under no circumstances should any College Affiliated Account pay to boost or promote posts without the approval of the OCMC.
- I. Promotion and Peer-to-Peer Fundraising. College Affiliated Accounts will not promote internal or external fundraising campaigns without review and approval of the OCMC and the Office of Institutional Advancement.

IV. Engagement Guidelines for King's College Affiliated Accounts

- A. Admin Comments. If a public user comment warrants a reply from the College Affiliated Account (performed by an account administrator), do so in a timely and polite manner. When disagreeing with others' opinions, keep it

appropriate and polite. Consider how your comments, as a representative of the account, will reflect your organization, department, or the College.

- B. User Comments. Hide or remove offensive comments but do not censor comments with which you personally disagree. King's College does not discriminate based on viewpoints but reserves the right to directly—or indirectly through Primary Administrators—remove or hide offensive comments or messages and restrict access to users who violate these guidelines. The OCMC may filter, hide, or remove comments that contain:
 - a. Confidential, personally identifying, or private information (as defined by state law)
 - b. Hate speech, harassment, or false information
 - c. Threats of violence or threats to public safety*
 - d. Profanity, nudity, or obscenity
 - e. Non-affiliated advertisements, promotions, spam, or solicitations
 - f. Copyrighted materials
 - g. Malicious or harmful software or malware
 - h. Disruptive content that is repetitive or interferes with our educational mission

*Users—whether personal individuals through their own social media accounts or employee or student administrators of College Affiliated Accounts—who make threats of violence or threats to public safety will be reported to King's College Campus Security and the Wilkes-Barre Police Department, the Student Affairs Office, King's College Human Resources, and/or other local or state authorities for investigation.

- C. Direct Messages. As with user comments, hide or remove offensive messages following the above criteria. Consider how your messages, as a representative of the account, will reflect your organization, department, or the College.
- D. Blocked Accounts. Account administrators can block users if they've repeatedly violated the above comment and direct messaging content parameters. Administrators are encouraged to contact the OCMC if they are experiencing continued issues with users.
- E. Corrections. Quickly correct any mistakes should they happen and be transparent about substantial errors.

V. Maintaining Active College Affiliated Accounts and Ownership

- A. Intervention. Departments and organizations are exclusively responsible for daily account management. However, in extreme cases of inappropriate content that violates College policy or brand standards, the OCMC reserves the right to modify or remove the post. Any content removed for these reasons will be screenshotted and retained by the OCMC.
- B. Evaluation. If a post is, or several posts are, deemed inappropriate by the OCMC, the account and administrators in question will be re-evaluated by the OCMC. Employees or students may be temporarily or permanently removed from managing one or all accounts and could face disciplinary measures stated in the Employee Handbook and Student Handbook, respectively. Additionally, the OCMC may determine an account should be deactivated for consistently violating the Social Media Policy.
- C. Contesting Restriction. To contest the restriction of access to a social media platform, the user must submit to the OCMC at socialmedia@kings.edu a written statement describing grounds for reinstatement. Requests will be responded to on a timely basis, and access will be restored if it is determined that reinstatement is sufficient.
- D. Followers/Following Lists. College Affiliated Account administrators should be judicious about what other accounts are followed as these lists are public. Use discretion when following personal, political, and opinion-based accounts.
- E. Stagnant Accounts. College Affiliated Accounts with little to no activity negatively reflect the College's online presence. All accounts are suggested to maintain a minimum of monthly activity during the academic year. Any social media account that is consistently inactive will no longer be promoted by the College and action will be taken to have the account unpublished, disabled, or deactivated.
- F. Account Audit. Existing accounts will be audited every year by the OCMC to ensure brand compliance, consistent content, and overall management. Only officially approved accounts in good standing will be featured on the King's College Social Media Directory.
- G. Credential Turnover. When Primary and/or Secondary Administrators have left the College—particularly students who have graduated—or no longer require access, account administration credentials must be reassigned, and all updates reported to the OCMC.

VI. Additional Considerations for Employees

- A. Employees are permitted to create and maintain College Affiliated Accounts for their academic department, athletic program, or student organization following the King's College Social Media Policy, Employee Handbook, and federal

and state laws. Employees designated as administrators are personally responsible for the content published and are subject to disciplinary measures stated in the Employee Handbook.

- B. Employees who professionally represent themselves on social media as an agent of King's College (e.g., @kcprofjan smith) must maintain separate accounts for industry/job related content and personal content. Professional accounts must follow general guidelines for College Affiliated Accounts, including alignment with brand standards and employee conduct policies. Please see Section I for the policy on personal accounts.
- C. Employees should report any posts or comments that violate these guidelines directly to the social media platforms and to the OCMC by emailing socialmedia@kings.edu.

VII. Additional Considerations for Students

- A. Student clubs and organizations are permitted to create and maintain student-run social media accounts following the King's College Social Media Policy, Student Handbook, and federal and state laws.
- B. Student administrators should work with Primary Administrators to plan and program content. Live posting directly to accounts should be done with discretion and direct oversight of the Primary Administrator. Any video content like live streaming, account take-overs, or temporary story content should be pre-recorded and reviewed before posting.
- C. Students should report any posts or comments that violate these guidelines directly to the social media platforms and to the OCMC by emailing socialmedia@kings.edu.

SPEAKER/PRESENTATION POLICY

As part of the educational process, student clubs and organizations that King's College officially registers may invite to campus guest speakers who have a demonstrated expertise in an area of interest to the campus community and/or who, in the club/organization's view, might contribute to the intellectual or cultural life of King's College. Individual students wishing to invite a speaker to campus should seek the sponsorship of a registered club/organization.

To derive maximum benefit from a guest speaker's (which includes presentations, displays, or similar) presence on campus, it is required for student clubs/organizations planning to host a speaker to consult with club/organization advisor and the Director of Campus Activities and Orientation before extending a final invitation.

Consistent with the College's mission, the freedom to express points of view on a range of public and private concerns must, however, be subject to reasonable restrictions of time, place, and manner. Further, the right of free speech and expression does not include activity, unlawful or otherwise, that, in the judgment of the Director of Campus Activities and Orientation, (1) is inconsistent with the mission of the College (2) would endanger or imminently threaten to endanger the safety of any member(s) of the College community, (3) pose a threat to the physical facilities, or (4) obstruct or disrupt the normal functions of the College community or entail the violation of the College Code of Conduct.

Moreover, an indecent expression or grossly obscene or grossly offensive on matters such as race, ethnicity, religion, gender, gender identity, or sexual orientation is inconsistent with accepted norms of conduct at the College. Hosting a speaker on campus shall not imply acceptance or endorsement by the College of the views expressed.

Procedural Guidelines

1. Any registered student club/organization may invite a speaker not affiliated with the College to speak on campus.
2. The club/organization must obtain permission for a speaker/presentation from the Director of Campus Activities in writing before offering a formal invitation or scheduling the event. The Director may consult with other College administrators in deciding to approve or decline the request for a speaker/presentation.
3. After budget funding and/or consultation with the club/organization advisor and the Director of Campus Activities, a space reservation request must be submitted to the Office of Conference and Events. The request must be signed by the President or the other authorized representatives of the club/organization and the club/organization's advisor. Space reservation requests are subject to availability on a generally first come/first-served basis.
4. The minimum lead time from the date of consultation will be three (3) weeks, with additional lead time if large audiences are anticipated.
5. The student club/organization is responsible for all costs associated with the event, including set-up, refreshments, and security.
6. The student club/organization must follow all college policies, including those of the Office of Conference and Events.

The student club/organization should submit a speaker request in writing to the Director of Campus Activities with the following information:

- The exact amount of the speaker's fee and expenses, if any, and the confirmed funding source. The club or organization must pay any cost associated with the event (set-up, security, refreshments, etc.). The club or organization is responsible for all unanticipated costs due to the event being held.
- Where applicable, the booking agency's name, address, and representative.
- A biographical sketch of the speaker and a brief description of the speaker's topic or subject area.
- Endorsement of the invitation by the officers of the sponsoring organization and by the organization's faculty advisor or other faculty members who have been consulted.
- Any contract relating to the guest speaker's appearance must be reviewed by the Director of Activities and signed by the Vice President for Business Affairs or designee.

Director of Campus Activities and Orientation

Sean Cryan
Sheehy-Farmer Campus Center,
Room 103F
seancryan@kings.edu
(570) 208-5802

Office of Conference and Events

Rae Lynn Barrett
Sheehy-Farmer Campus Center,
Room 119
events@kings.edu
(570) 208-6054

Executive Director of Safety and Security

James Gilgallon
Ryan Hall,
First Floor
jamesgilgallon@kings.edu
(570) 208-5926

USE OF COLLEGE VANS POLICY

The use of the College van is limited to scholastic matters such as conferences, lectures, workshops, and events sponsored by College departments and organizations.

The College athletics vans and other vans leased or owned by the College may be used by:

1. Clubs and organizations recognized directly by Student Government
2. Organizations directly approved by the Vice President for Student Affairs, Associate Vice President for Student Affairs and Dean of Students, or the Vice President for Academic Affairs.

All drivers of vans must be registered with and approved by the College's insurance carrier. Forms for this purpose are available in the Business Office. Drivers must be employees of the College; students are not permitted to be drivers. The driver is responsible for picking up and returning van keys. At no time is a student to be given van keys.

Any violation of this policy or the following policies may result in disciplinary action or forfeiture of the privilege to use the vans.

1. King's prohibits violation of procedural guidelines for use of the vans as published.
2. The College prohibits violation of the policies, rules, and regulations relating to student conduct as outlined in the Student Handbook.
3. King's prohibits violation of state motor vehicle codes or local rules or ordinances regulating the use of motor vehicles.
4. There may be no more than ten passengers, including the driver, in any College van.

Privileges for the use of vans as outlined herein may be modified or revoked by relevant administrative officials in matters pertaining to the safety and well-being of the parties involved.

Employee drivers of vans must sign a release of liability statement before using a College van. This policy is subject to the approval of the College's insurance carrier.

The primary use of College athletics vans is for the transportation of intercollegiate athletes to and from practice and game sites. The vans are under the supervision of the Director of Athletics who determines their use in connection with Athletics Affairs. Procedural guidelines for the use of the vans are available in the Office of the Director of Athletics.

VOTER REGISTRATION DRIVES ON CAMPUS

King's College is committed to the free expression of ideas and opinions by all members of its community, including views about political issues. Voting in municipal, state, and national elections is one of the most important duties of an engaged citizen. Students have the option to vote in their hometown or in their college community, where they live for most of the year.

Voter registration programs are encouraged on campus but cannot be tied to a candidate or political party unless the group is a registered club or organization associated with a political affiliation. Voter registration programs including tables must be approved by the Office of Campus Activities.

For groups outside of the College:

- Any voter registration program must be nonpartisan, not promoting any candidate. No shirts or signs with a candidate's name, logo or political party are permitted.
- Voter registration tables must be reserved through the Conference and Events Office.
- Approval will depend on availability of campus space (example would be the Campus Center lobby, Monarch Court or lobby in an academic building).

Recognized student groups: If a student group is registered as a political party club (Young Democrats, Young Republicans) they can hold a registration table with materials for a candidate. Any promotion would be limited to the table area where they are set up (signs or t-shirts). Like the normal voter registration, approval for space will go through the Conference and Events Office.

Fundraising for a Candidate: Student groups on campus are not allowed to fundraise for a political candidate.

Email Communication: College email from an individual King's account or a club King's account cannot be used to promote a candidate.

Use of King's College Name: Use of the College name or logo is not allowed on any candidate promotion or literature (canvassing, letters, emails, listservs, or solicitations).

College Funds and Resources: Students and student organizations may not use College funds in the planning or conduct of a political candidate's campaign activities.

WEAPONS/CONTRABAND STORAGE POLICY

King's College does not provide storage of weapons for students or employees. If a weapon or other contraband is removed from a student, it will be stored in the Office of Campus Safety and Security and only released after certain conditions are met. The conditions are:

- A. The Student Conduct Process must be completed
- B. The student must provide proof of ownership
- C. The weapon or contraband will only be released for the student to take to their home
- D. The weapon must be picked up from the Executive Director of Campus Safety and Security or designee
- E. The student must arrange to pick up the weapon or contraband at least forty-eight hours in advance in writing to the Executive Director.

Any illegal items will be turned over to the local police authority with a report how it was obtained by Security.

Sexual Misconduct and Sexual Harassment Policy (Title IX)

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Title IX, Education Amendments
Signed into law by President Richard M. Nixon on June 23, 1972

INTRODUCTION

King's College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination based on sex, which includes all forms of discrimination based on sex, sex stereotypes, sexual orientation, gender identity, or pregnancy status; sexual harassment which includes sexual assault, dating violence, and domestic violence. Sexual discrimination and harassment violate an individual's fundamental rights and personal dignity. King's College considers sexual discrimination, in all its forms, to be a serious offense. This policy refers to all forms of sexual discrimination, including but not limited to sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Except as provided elsewhere, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient that receives Federal financial assistance.

TITLE IX STATEMENT ON NON-DISCRIMINATION

King's College is committed to equal opportunity in the admission of students, the administration of educational programs and activities for employees and applicants for employment, without discrimination based on sex, sex stereotypes, pregnancy, race, national or ethnic origin, religion, gender, gender identity, marital status, sexual orientation, age, or disability, in accordance with applicable laws.

AUTHORITY FOR THE POLICY

This policy of King's College (Recipient) is intended to provide for education, prevention, assessment, and grievance procedures to address sexual harassment and sexual discrimination in compliance with Title IX 2024 Regulations (Title 34 of the Code of Federal Regulations, Part 106 Nondiscrimination on the Basis of Sex in Education), Dear Colleague Letters from 2003, 2015, Violence Against Women Amendments of the Jeanne Clery Act, the Commonwealth of Pennsylvania laws on Sexual Assault Education, Pennsylvania Act 16 of 2019, Pennsylvania Act 55 of 2022 and the Federal Educational Rights and Privacy Act (FERPA). The College changes the policy based on changes in federal and Commonwealth law and in accordance with regulations and guidance from an appropriate governmental agency, including revocation of guidance.

This policy will be used for all cases of sex discrimination that occur after August 1, 2024. Incidents that occurred prior to August 1, 2024, regardless of when they are reported, will be handled under the King's College Sexual Harassment and Misconduct Policy that is in compliance with Title IX 2020 Regulations. This policy is posted on the King's College website, www.kings.edu.

PART I: TERMS, SCOPE, SUPPORTIVE MEASURES

I. GLOSSARY

- *Advisor*: A person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, advise the party on that process, and conduct cross-examinations at the hearing.
- *Complainant*:
 - A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX.
 - A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination until Title IX AND who was participating or attempting to participate in King's College's education program or activity at the time of the alleged sex discrimination.
- *Complaint*: An oral or written request to the Recipient that can be objectively understood as a request for the Recipient to investigate and make a determination about alleged discrimination under Title IX.
- *Confidential Employee*: A King's College employee who has been designated as confidential under this policy for the purpose of providing services to persons related to sex discrimination. The employee's confidential status is only with respect to information received about sex discrimination in connection with providing these services.
- *Day*: A business day when King's College has normal office operations.
- *Education program or activity*: Locations, events, or circumstances where King's College exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and any conduct that occurs in a setting which is subject to King's College's disciplinary authority
- *Final Determination*: A conclusion by a preponderance of the evidence, the standard of proof, that the alleged conduct did or did not violate policy.

- *Finding*: A conclusion by a preponderance of the evidence that the conduct did or did not occur as alleged.
- *Grievance Process*: A method of formal resolution designated by King's College to address conduct that falls within the policies included below and complies with the requirements of 34 CFR Part 106.45 and 106.46, as may be applicable
- *Grievance Process Pool*: Any investigators, hearing officers, appeal officers, and advisors who may serve during the Grievance Process (though not at the same time or with respect to the same case).
- *Hearing Officer*: Those who have decision-making and sanctioning authority within the King's College Grievance Process.
- *Hostile Environment*: Unwelcome sex-based conduct that, based on the totality of the circumstances is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from King's College's education program or activity (i.e., creates a hostile environment)
- *Investigator*: The person or persons charged by King's College with gathering facts about an alleged violation of this Policy, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Mandated Reporter*: An employee of King's College who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, pregnancy, and/or retaliation with the Title IX Coordinator.
- *Notice*: A non-confidential employee learns of conduct that may constitute sexual discrimination or sexual harassment under this Policy.
- *Quid Pro Quo*: An employee, agent, or other person authorized by King's College to provide an aid, benefit, or service under King's College's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.
- *Parties*: The Complainant(s) and Respondent(s), collectively.
- *Pregnancy or related conditions*:
 - Pregnancy, childbirth, termination of pregnancy, or lactation
 - Medical conditions related to pregnancy, childbirth, termination of pregnancy or lactation
 - Recovery from pregnancy, childbirth, termination of pregnancy, lactation or related medical conditions
- *Recipient ("King's College")*: A postsecondary education program that is a Recipient of federal funding.
- *Relevant*: related to allegations of sex discrimination under investigation as part of the Grievance Process. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- *Remedies*: measures provided, as appropriate, to a Complainant or any other person King's College identifies as having had their equal access to King's College's educational program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to King's College's educational program or activity after King's College determines that sex discrimination occurred.
- *Respondent*: A person who is alleged to have violated the Recipient's prohibition on sex discrimination.
- *Resolution*: The result of a Grievance Process.
- *Retaliation*: Intimidation, threats, coercion, or discrimination against any person by King's College, a student, or an employee or other person authorized by King's College to provide aid, benefit or service under King's College's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, participated or refused to participate in any matter in the investigation, proceeding, or hearing under the Title IX policy.
- *Sanction*: Consequences imposed on a Respondent following a determination under Title IX that the Respondent violated King's College's prohibition on sex discrimination.
- *Sex Discrimination* is the umbrella category, including the offenses of sex-based harassment, sexual assault, stalking, dating violence, and domestic violence. Discrimination on the basis of sex includes discrimination on the basis of:

- Sex stereotypes
 - Sex characteristics
 - Pregnancy or related conditions
 - Sexual orientation
 - Gender identity
- **Sex-based Harassment:** Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including when it takes the form of:
 - Quid Pro Quo harassment
 - Hostile environment harassment
 - Specific Offenses
 - Sexual assault
 - Dating violence
 - Domestic violence
 - Stalking
 - **Student:** A person who has gained admission to King's College. Admission is defined to include "selection for part-time, full-time, transfer, exchange, or any other enrollment, membership, or matriculation in or at an education program or activity operated by King's College."
 - **Supportive measures:** individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:
 - Restore or preserve that party's access to King's College's education program or activity, including measures that are designed to protect the safety of the parties or King's College's educational environment
 - Provide support during King's College's Grievance Process.
 - **Title IX Coordinator** is at least one official designated by King's College to ensure compliance with Title IX and the King's College's Title IX program. Throughout this policy, references to the Coordinator may also encompass a designee of the Coordinator for specific tasks. The Dean of Students is the Title IX Coordinator who retains ultimate oversight of the King's College Title IX program.
 - **Title IX Pool:** The Title IX Coordinator and any member of the Title IX Team.

2. RATIONALE FOR POLICY

King's College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, King's College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. King's College values and upholds the equal dignity of all members of its community and strives to balance the parties' rights in the grievance process during what is often a difficult time for all those involved.

3. APPLICABLE SCOPE

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion or different treatment in activities like admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using the Title IX Grievance Process determined by the Title IX Coordinator and detailed below.

When the Respondent is a member of the King's College community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the King's College community. This community includes, but is not limited to, students,² student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. Additionally, the procedures below may be applied to incidents, patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

4. TITLE IX COORDINATOR

² For the purpose of this policy, King's College, defines "student" as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with King's College.

The Title IX Coordinator and ADA/504 Coordinator oversees the implementation of the King's College Affirmative Action and Equal Opportunity plan and King's College's policy on equal opportunity, harassment, and nondiscrimination. The Title IX Coordinator is primarily responsible for coordinating King's College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy. The Dean of Students is the Title IX Coordinator who retains ultimate oversight of the King's College Title IX program.

Title IX Coordinator

Regina Corchado, SHRM-SCP
 Director of Human Resources
 181 North Franklin Street
 (570) 208-5968 (office)
 (570) 266-3060 (mobile)
reginacorchado@kings.edu

Title IX Coordinator

Megan Casey
 Associate VP for Student Affairs/Dean of Students
 John Lane House, 166 North Franklin St.
 (570) 208-5875 (office)

megancasey1475@kings.edu

5. INDEPENDENCE AND CONFLICT-OF-INTEREST

The Title IX Coordinator manages the Title IX Team and acts with independence and authority, free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. Any attempts to influence the outcome of a complaint or resolution made to an investigator or hearing officer are to be documented as part of the case file and reported to the Title IX Coordinator.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact King's College's President, Rev. Thomas Looney, C.S.C., Concerns of bias or potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of harassment/misconduct or discrimination committed by the Title IX Coordinator should be reported to King's College's President, Rev. Thomas Looney, C.S.C., In addition, reports of harassment/misconduct or discrimination committed by any other Title IX Pool should be reported to the Title IX Coordinator.

6. ADMINISTRATIVE CONTACT INFORMATION

Complaints or notice of alleged policy violations or inquiries about or concerns regarding this policy and procedures may be made internally to:

Regina Corchado, SHRM-SCP

Director of Human Resources
 181 North Franklin Street
 (570) 208-5968 (office)
 (570) 266-3060 (mobile)
reginacorchado@kings.edu

Megan Casey

Associate VP for Student Affairs/Dean of Students
 John Lane House, 166 North Franklin St.
 (570) 208-5875 (office)

megancasey1475@kings.edu

Title IX/Sexual Harassment Website: <https://www.kings.edu/titleix>

The Title IX Team, in addition to the Title IX Coordinators listed above, includes:

Investigators	Stephen Kopenis	Ryan Hall 107/108; stephenkopenis@kings.edu Office: (570) 208-5965; Cell: (570) 760-0310
	Nicholas Gushka	Ryan Hall 107/108; nicholasgushka@kings.edu Office: (570) 208-8450; Cell: (570) 266-9070
Hearing Officers	Veronica Piazza	181 N. Franklin St; veronicapiazza@kings.edu Office: (570) 208-5902
	Steven Matusiewicz	Residence Life, Sheehy-Farmer Campus Center; stevenmatusiewicz@kings.edu ; Office: (570) 208-5856
	Sean Cryan	Campus Activities, Sheehy-Farmer Campus Center; seancryan@kings.edu ; Office: (570) 208-5802
Appeal Officers	Cheryl Ish	Auxiliary Gym First Floor; cherylish@kings.edu Office: (570) 208-5855
	Anitra McShea, Ph.D.	John Lane House, 166 N. Franklin Street; anitramcshea@kings.edu ; Office: (570) 208-5875

The College will initiate a response to receiving actual notice of sexual harassment or sexual misconduct. The following positions have the authority to institute corrective measures on behalf of the College, and to address and correct sexual harassment and retaliation:

- Title IX Coordinators and team as listed above.

- Campus Safety and Security Officers and Executive Director
- President of the College

King’s College has classified all employees, except the designated Confidential Employees, as Mandated Reporters of any knowledge they have that a community member may be experiencing harassment, discrimination, and/or retaliation. Employees who are mandated reporters must report an incident if they become aware of an incident to the Title IX Coordinator. That report, if the Complainant requests, can be made anonymously. Mandated reporters will provide the Complainant information on how to report a Title IX offense to the Title IX Coordinator or through the anonymous reporting site. Mandated reporters are any employees who are not confidential employees.

Inquiries may be made externally to:

Office for Civil Rights (OCR)

U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-1100
 Customer Service Hotline #: (800) 421-3481
 Facsimile: (202) 453-6012
 TDD#: (877) 521-2172
 Email: OCR@ed.gov
 Web: <http://www.ed.gov/ocr>

U.S. Department of Education

The Wanamaker Building,
 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323.
 Telephone: (215) 656-8541.
 Facsimile: (215) 656-8605.
 Email: OCR.Philadelphia@ed.gov

7. NOTICE/COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND/OR RETALIATION

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

a. File a complaint with or give verbal notice to the Title IX Coordinator.

Regina Corchado, SHRM-SCP

Director of Human Resources
 181 North Franklin Street
 (570) 208-5968 (office)
 (570) 266-3060 (mobile)
reginacorchado@kings.edu

Megan Casey

Associate VP for Student Affairs/Dean of Students
 John Lane House, 166 North Franklin St.
 (570) 208-5875 (office)

megancasey1475@kings.edu

A report may be made at any time (including during non-business hours) using the telephone number or email address or by mail to the office address listed for the Title IX Coordinator or any other official listed. You can also email titleix@kings.edu.

b. Report online, using the reporting form at <https://kings.guardianconduct.com/incident-reporting/new>.

If the Respondent is a student, please use the drop-down menu to select Report Type “Sexual Harassment (Title IX) by Student.” If the Respondent is an employee, please use the drop-down menu to select Report Type “Title IX Report on Employee.”

Anonymous reports are accepted but can give rise to a need to investigate. King’s College tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. King’s College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, so the Complainant is largely in control and should not fear a loss of privacy by making a report that allows King’s College to discuss and/or provide supportive measures. You can visit the [Confidential Reporting webpage](#) for more information,

c. Report to a Confidential Employee

Under Title IX, the College has designated confidential employees who are not required to report incidents of sex discrimination and sexual misconduct without a student’s consent (unless a legal exception exists). Students who wish to confidentially report instances of sex discrimination and sexual harassment may do so with a staff member in the King’s College Counseling Center, King’s College Student Health Services, or with the Director of Campus Ministry. Referrals to off-campus agencies may also be given.

Department	Specified Confidential Employees	Hours of Availability	Phone Number	Office Location
Counseling Center		Monday-Friday 8:30am-4:30pm	(570) 208-5873	6 th floor, Administration Bldg.
Student Health Services		Monday-Friday 8:30am-4:30pm	(570) 208-5852	Andre Hall

Campus Ministry	Fr. Brogan Ryan, C.S.C.		(570) 208-5890	Campus Ministry Center
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A Complaint is an oral or written request to King's College that objectively can be understood as a request for King's College to investigate alleged discrimination under Title IX. A complaint may be filed with the Title IX Coordinator as detailed in the section immediately above.

8. SUPPORTIVE MEASURES

King's College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged discrimination, harassment, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to King's College's education program or activity, including measures designed to protect the safety of all parties or King's College's educational environment, and/or deter discrimination, harassment, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice of a complaint. At the time that supportive measures are offered, King's College will inform the Complainant, in writing, that they may file a complaint with King's College either at that time or in the future if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

King's College will maintain the privacy of the supportive measures, including refraining from informing one party of supportive measures provided to another party, provided that privacy does not impair the College's ability to provide supportive measures or restore or preserve either party's access to the College's education program or activity. King's College will act to ensure as minimal an academic impact on the parties as possible. King's College will implement measures in a way that does not unreasonably burden the other party.

King's College may, as appropriate, modify or terminate supportive measures at the conclusion of the Grievance Process, or they may be continued beyond that point.

King's College will provide a Complainant or Respondent the opportunity to challenge modification or reversal of King's College's decision to provide, deny, modify, or terminate supportive measures applicable to them. The challenge would be made to an appropriate and impartial employee identified by the Title IX Coordinator. The parties are permitted the opportunity to seek additional modification or termination of a supportive measure applicable to them if the circumstances change.

These actions may include, but are not limited to:

- Referral to counseling, medical and/or other healthcare services
- Referral to community-based service providers
- No contact orders between the parties
- No trespass orders to campus, or specific buildings on campus
- Safety planning, including campus safety escorts and transportation accommodations
- Academic support, extensions of deadlines or other course/program related adjustments
- Class schedule modifications, withdrawals or leaves of absence
- Altering on-campus housing assignments, or providing an on-campus housing assignments for an off-campus/commuter student, regardless of whether or not there is a comparable alternative
- Altering work arrangements for employees or student-employees, regardless of whether or not there is a comparable alternative
- Altering extracurricular activities, regardless of whether or not there is a comparable alternative
- Financial Aid Counseling
- Visa and immigration assistance
- Increased security and monitoring of certain areas of the campus
- Timely Warning
- Training and Education programs to the community or community subgroup(s) related to sex-based harassment
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to the appropriate student or employee conduct processes for enforcement.

9. EMERGENCY REMOVAL

King's College can act to remove a Respondent entirely or partially from its education program or activity on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the CARE Team Subgroup Pool using its standard objective violence risk assessment procedures. The Title IX

Coordinator will select the necessary members of the Subgroup on a case-by-case basis. The Subgroup Pool is composed of the Executive Director of Campus Safety and Security or designee, Director of the Counseling Center or counselor designee, the Director of Student Health Services, Director of Housing and Residence Life and the Associate Vice-President for Academic Success or designee.

The provision for Emergency Removal cannot be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

In all cases in which an emergency removal is imposed, the student or employee will be given notice of the action and the option to challenge the decision immediately following the removal. The challenge would be made to an appropriate and impartial employee identified by the Title IX Coordinator.

This challenge is not a hearing on the merits of the allegation(s) but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this challenge is not requested within five business days, objections to the emergency removal will be waived. A Complainant and their Advisor may be permitted to participate in this challenge if the Title IX Coordinator determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the challenge. The Respondent will be given access to a written summary of the basis for the emergency removal before the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, including expulsion.

Considering the circumstances and safety concerns, King's College will implement the least restrictive emergency actions possible. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily reassigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Where the Respondent is an employee, existing provisions for interim action are applicable.

10. PROMPTNESS

All allegations are acted upon promptly by King's College once it has received notice or a complaint. Complaints typically take 60-120 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in King's College procedures will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

11. PRIVACY

Every effort is made by King's College to preserve the privacy of reports.³ Accordingly, King's College will not share the identity of any individual who has made a report or complaint of discrimination, harassment, or retaliation; any Complainant,

³ For the purpose of this policy, privacy and confidentiality have distinct meanings. **Privacy** means that information related to a complaint which will be shared with a limited number of King's College employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in King's College's response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in King's College's FERPA policy. The privacy of employee records will be protected in accordance with Human Resources policies. **Confidentiality** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. King's College has designated individuals who have the ability to have privileged communications as Confidential Employees. When information is shared by a Complainant with a Confidential Employee, the Confidential Employee cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely

any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

King's College reserves the right to determine which King's College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint (including but not limited to cases where the respondent is a student) such as Campus Safety and Security, Title IX Coordinator, and other offices the complainant or respondent have used as resources or are contracted to provide supportive measures. Information will be shared as necessary with Investigators, Hearing officers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

King's College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

King's College holds the expectation that all parties involved in a Grievance Process maintain the privacy of information learned during that process. The College may, at its discretion, hold parties responsible for violations of this expectation.

12. JURISDICTION OF KING'S COLLEGE

This policy applies to the education program and activities of King's College and any conduct that occurs in a setting that is subject to King's College's disciplinary control. The College campus is located in the City of Wilkes-Barre, the Townships of Wilkes-Barre and Pittston, and the County of Luzerne. The College may conduct events and programs at locations outside of this area on occasion.

King's College has an obligation to address a sex-based hostile environment under its program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside King's College's education program or activity or outside the United States. Regardless of where the conduct occurred, King's College will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or in a setting that is subject to King's College's disciplinary control or has continuing effects on campus or in an off campus sponsored program or activity. A substantial King's College interest includes:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
2. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual.
3. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
4. Any situation that is detrimental to the educational interests or mission of King's College.

If the Respondent is unknown or is not a member of the King's College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the King's College community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, King's College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from King's College property and/or events.

All vendors serving King's College through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities. Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.

Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environments external to King's College where sex discrimination, sex-based harassment, or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

13. TIME LIMITS ON REPORTING

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to King's College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

When notice/complaint is affected by a significant time delay, King's College will apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint...⁴

14. ONLINE HARASSMENT AND MISCONDUCT

The policies of King's College are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below when those behaviors occur in or have an effect on the College's education program and activities or use King's College networks, technology, or equipment.

Although King's College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to King's College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the King's College community.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Please see the College's social media policy, beginning on page 135.

15. POLICY ON NONDISCRIMINATION

King's College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education.

King's College does not discriminate against any employee, an applicant for employment, student, or applicant for admission. King's College is committed to equal opportunity in the admission of students, the administration of educational programs and activities for employees and applicants for employment, without discrimination based on race, national, or ethnic origin, religion, gender, gender identity, marital status, sexual orientation, age, or disability, in accordance with applicable laws.

In addition, this policy forbids discrimination based on the following characteristics:

- Veteran or military status (including disabled veteran, recently separated veteran, active-duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran),
- Sex stereotypes and sex characteristics, including gender identity
- Pregnancy or related conditions
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the King's College community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of the King's College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above violates the King's College policy on nondiscrimination.

When brought to the attention of King's College, any such discrimination will be promptly and fairly addressed and remedied by King's College according to the appropriate grievance process described below.

16. POLICY ON DISABILITY DISCRIMINATION AND ACCOMMODATION

King's College is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if a physical or mental impairment substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by King's College, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

Melissa Ciocco, Associate Director of Academic Skills and Disabilities Services Coordinator and ADA/504 Coordinator is responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

Melissa Ciocco, Ed.D.

Associate Director of Academic Skills and Disabilities Services Coordinator
(570) 208-5800
melissaciocco@kings.edu

The Title IX Coordinator may consult, as appropriate, with the Associate Director of Academic Skills and Disabilities Services Coordinator to help comply with ADA/Section 504 during the Grievance Process. The Title IX Coordinator constitutes a school official with legitimate educational interests while performing functions to carry out Title IX, per the King's College FERPA policy. Grievances related to disability status and/or accommodation will be addressed using the procedures below. For details relating to disability accommodation in the King's College's resolution process, see Student Handbook.

a. Students with Disabilities

King's College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of King's College.

All accommodations are made on an individualized basis. A student requesting any accommodation should first contact the Director of Academic Skills and Disabilities Services, who coordinates services for students with disabilities.

The Associate Director of Academic Skills and Disabilities Services Coordinator reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's needs and academic program(s).

b. Employees with Disabilities

Pursuant to the ADA, King's College will provide reasonable accommodation(s) to all qualified employees with known disabilities when their disability affects the performance of their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to King's College.

An employee with a disability is responsible for submitting a request for accommodation and providing necessary documentation to:

Regina Corchado, SHRM-SCP

Director of Human Resources and ADA/504 Coordinator
181 North Franklin Street
(570) 208-5968
reginacorchado@kings.edu

The ADA/504 Coordinator will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

17. POLICY ON DISCRIMINATORY HARASSMENT

Students, staff, administrators, and faculty are entitled to an employment and educational environment free of discriminatory harassment. King's College's discrimination and harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that includes germane, but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited discrimination or harassment that are also prohibited under King's College policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of King's College policy, though supportive measures will be offered to those impacted.

a. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination prohibited by King's College policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

King's College does not tolerate discriminatory harassment of any employee, student, visitor, or guest. King's College will act to remedy all forms of harassment when reported, whether the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from King's College's education program or activity.

When discriminatory harassment rises to the level of creating a hostile environment, King's College may also impose sanctions on the Respondent.

b. Sex-based Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the Commonwealth of Pennsylvania regard Sex-based Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

King's College has adopted the following definition of Sex-based Harassment to address the unique environment of an academic community.

Acts of sex-based harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, gender identity, sex stereotypes, sex characteristics or pregnancy status of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo: an employee of King's College, conditions the explicit or implicit provision of aid, benefit, or service of King's College, on an individual's participation in unwelcome sexual conduct.
2. Sexual Harassment: unwelcome conduct, determined by a reasonable person, to be so severe, pervasive, or objectively offensive that it effectively denies a person equal access to King's College education program or activity.⁵
3. Sexual assault is defined as:
 - a. Sex Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
 - b. Forcible Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - c. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age.⁶ or because of temporary or permanent mental or physical incapacity.
 - d. Sexual Assault with an Object: The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e. Forcible Fondling: The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - f. Sex Offenses, Non-forcible:
 - i) Incest: Non-forcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited by Pennsylvania law.
 - ii) Statutory Rape: Non-forcible sexual intercourse with a person under the statutory age of consent of Pennsylvania. In Pennsylvania: Children less than 13 years old cannot grant consent to sexual activity. Teens between the ages of 13 and 15 cannot consent to sexual activity with anyone who is

⁴ Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

four or more years older than them. People ages sixteen and older can legally consent to sexual activity with anyone they choose, as long as the other person does not have authority over them as defined in Pennsylvania's institutional sexual assault statute.

4. Dating Violence is defined as violence, on the basis of sex, committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - a. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - b. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse.
 - c. Dating violence does not include acts covered under the definition of domestic violence.
5. Domestic Violence, defined as violence, on the basis of sex, 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, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the Commonwealth of Pennsylvania 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 the Commonwealth of Pennsylvania.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6. Stalking defined as engaging in the course of conduct, on the basis of sex, directed at a specific person, that:
 - a. would cause a reasonable person to fear for the person's safety, or
 - b. the safety of others; or
 - c. suffer substantial emotional distress.

For the purposes of this definition:

- a. The course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- b. A reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- c. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

All employees are subject to the policies as published in the Employee Handbook, including but not limited to the Consensual Relationships Policy, Student Non-Fraternization Policy, and Grievance Policy. The Employee Handbook is published on the College's website under the Human Resources section.

King's College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

c. Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

- **Force:** Force uses physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. The absence of resistance does not demonstrate consent. While resistance is not required or necessary, it clearly demonstrates non-consent.

- **Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- **Consent:** Consent is knowing, voluntary, with explicit permission by word or action to engage in sexual activity.

Individuals may experience the same interaction in different ways; it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided before engaging in the activity, consent may be ratified by word or action at some point during the interaction or after that, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. Once consent is withdrawn, the sexual activity should cease.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the King's College (Recipient) to determine whether its policy has been violated. The existence of a consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

- **Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, t, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

d. Other Civil Rights Offenses

In addition to the forms of sexual harassment described above, Title IX, King's College additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant's actual or perceived membership in a protected class.

- Sexual Exploitation, defined as taking non-consensual or abusive sexual advantage of another for their benefit or the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:
 - Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
 - Invasion of sexual privacy.
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography.
 - Prostituting another person
 - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection
 - Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity or for the purpose of making that person vulnerable to non-consensual sexual activity.

- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections.
 - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity.
 - Knowingly soliciting a minor for sexual activity, please see the Protection of Children Policy in the Student Handbook and Employee Handbook.
 - Engaging in sex trafficking
 - Creation, possession, or dissemination of child pornography
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person.
 - Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities.
 - Intimidation, defined as implied threats or acts that cause an unreasonable fear or harm to another.
 - Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the King's College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity as defined further in the Anti- Hazing Policy.
 - Bullying, defined as repeated and/or severe, aggressive behavior, likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally.

Violation of any other King's College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from censure/reprimand through dismissal/termination.

18. RETALIATION

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. King's College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

King's College or any member of King's College's community are prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, 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 under this policy and procedure.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

19. MANDATED REPORTING

All King's College employees (faculty, staff, administrators, student workers), except those designated as Confidential Employees, are expected to report actual or suspected discrimination or harassment to the Title IX Coordinators immediately. This includes employees who work for a 3rd party contracted with the College, provided that employee is responsible for providing aid, benefits, or services to students.

To make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On-campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will act when an incident is reported to them.

The following sections describe the reporting options at King's College for a Complainant or third-party (including parents/guardians when appropriate):

a. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

Counseling Center		Administration Building Sixth Floor	(570) 208-5873
Campus Ministry	Rev. Brogan Ryan, C.S.C., Director	Campus Ministry Center	(570) 208-5890
Student Health Center		Andre Hall	(570) 208-5852
Victim Resource Center		360 East End Shopping Center Wilkes-Barre, PA 18702	(570) 823-0765
24-Hour Complainants Hotline			(800) 206-9050
Domestic Violence Center		13 East South Street Wilkes-Barre, PA 18701	(570) 829-1341 (800) 424-5600 (hotline)
Victim Connect Resource Center		https://victimconnect.org/	(855) 484-2846

The above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of the immediacy of threat or danger or abuse of a minor with a disability, or when required to disclose by law or court order.

Campus counselors are available to help free of charge and may be consulted on an emergency basis during normal business hours.

King's College employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

b. Mandated Reporters and Formal Notice/Complaints

All employees of King's College (including student employees), with the exception of those who are designated as Confidential Employees, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees unless the Complainant clearly indicates that they desire an investigation into the alleged conduct be undertaken by King's College.

Supportive measures may be offered as the result of such disclosures without formal King's College action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of King's College policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though King's College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

20. WHEN A COMPLAINANT DOES NOT WISH TO PROCEED

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether King's College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on the results of the violence risk assessment that show a compelling risk to health and/or safety that requires King's College to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. King's College may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and King's College's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When King's College proceeds, the Complainant or their Advisor may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that King's College's ability to remedy and respond to notice may be limited if the Complainant does not want King's College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible while balancing King's College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow King's College to honor that request, King's College will offer supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right and can expect, to have allegations taken seriously by King's College, and to have the incidents investigated and properly resolved through these procedures.

21. FEDERAL TIMELY WARNING OBLIGATIONS

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, King's College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

King's College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the potential danger.

22. FALSE ALLEGATIONS AND EVIDENCE

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with, or destroying evidence, or deliberately misleading an official investigating, can be subject to discipline under King's College policy.

23. AMNESTY FOR COMPLAINANTS AND WITNESSES

The King's College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to King's College officials or participate in grievance processes because they fear that they may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the King's College community that Complainants choose to report misconduct to King's College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, King's College maintains a policy of offering parties and witnesses amnesty from minor policy violations such as underage consumption of alcohol or the use of illicit drugs related to the incident.

Amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

- **Students:** Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to the campus authorities).

King's College maintains a policy of amnesty for students who offer help to others in need. Although policy violations cannot be overlooked, King's College may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

- **Employees:** Sometimes, employees are hesitant to report harassment or discrimination they have experienced for fear that they may get in trouble themselves. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to King's College officials.

King's College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

24. FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials—those deemed Campus Security Authorities—have a duty to report the following for federal statistical reporting purposes (Clery Act):

1. All "primary crimes," which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson.
2. Hate crimes, which include any bias, motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property.
3. VAWA⁷-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
4. Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include student affairs/student conduct staff, campus law enforcement/public safety/security, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

25. PRESERVATION OF EVIDENCE

The preservation of evidence in incidents of sexual assault is time sensitive and critical to potential criminal prosecution and to obtaining restraining orders. King's College (Recipient) will inform the Complainant of the importance of preserving evidence by taking the following actions:

1. Seek forensic medical assistance at the hospital, ideally within 120 hours of the incident.
2. Avoid showering, bathing, washing hands or face or douching, if possible, but evidence may still be collected.
3. Try not to urinate.
4. If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth (plastic destroys evidence) or secure evidence in a container.
5. Seeking medical treatment can be essential even if it is not to collect forensic evidence

26. STATEMENT OF THE RIGHTS OF THE PARTIES

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or retaliation made in good faith to King's College officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.

⁷ VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.

- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s) whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by King's College officials.
- The right to have King's College policies and procedures followed without material deviation.
- The right not to be discouraged by King's College officials from reporting sexual harassment or retaliation to both on-campus and off-campus authorities.
- The right to be informed by King's College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by King's College authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by King's College officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a King's College-implemented no-contact order or a no-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of sexual discrimination, harassment and/or retaliation, if such changes are reasonably available. No report or investigation, either campus or criminal, needs to occur before this option is available.
- The right to have the power to make decisions affecting their medical and emotional treatment.
- The right to have King's College maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair King's College's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s) and Hearing Officer to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Hearing Officer with a list of questions that, if deemed relevant by the Investigator(s)/Hearing Officer, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character admitted as evidence.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to review a copy of the investigation report, including all factual, Policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, before the hearing, and the right to have at least five (5) business days to review the report before the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.

- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, Hearing Officer, and Appeal Officer who have received relevant annual training.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any King's College representative in the process be recused based on disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence, a preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Hearing Officer following a determination of responsibility for any allegation, but before sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision, delivered simultaneously without undue delay to the parties.
- The right to be informed in writing of when a decision by King's College is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by King's College.
- The right to a fundamentally fair resolution as defined in these procedures.
- The right to appeal pursuant to King's College's appeal policy.

PART II: GRIEVANCE PROCESS – NOTICE, INVESTIGATION, HEARING, DETERMINATION, AND APPEAL

I. OVERVIEW

King's College will act by applying these grievance procedures any time a complaint is received by the Title IX Coordinator, or the Title IX Coordinator receives a report of conduct that may violate this Policy. on any formal or informal notice/complaint of a violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination ("the Policy") that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures, formal hearing process.

The procedures below apply to all allegations of harassment or discrimination on the basis of protected class status involving students, staff, administrators, or faculty members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations will proceed using these same grievance procedures, clarifying which policies above are applicable.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures elaborated in the student, faculty, and employee handbooks.

2. NOTICE/COMPLAINT

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, King's College initiates a prompt initial assessment to determine the next steps King's College needs to take.

King's College will initiate at least one of two responses:

1. Offering supportive measures because the Complainant does not want to proceed formally; and/or
2. A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the policy has been violated. If so, King's College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent (106.44) to harassment or discrimination, their potential recurrence, or their effects.

3. INITIAL ASSESSMENT

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator⁸ engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted desires that King's College investigate their allegations and wishes to make a complaint, and will assist them to do so, if desired.
 - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, accesses the request, and implements it accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later if desired.
 - If a Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate issue based on the nature of the complaint.
 - If it does not, the Title IX Coordinator determines that Title IX does not apply (and will "dismiss" that aspect of the complaint, if any), assesses which policies may apply, and will refer the matter accordingly. Please note that dismissing a complaint under Title IX is just procedural and does not limit King's College's authority to address a complaint with an appropriate process and remedies.

a. Violence Risk Assessment

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by a subgroup pool of the Care Team consisting of the Director of the Counseling Center or counselor designee, the Executive Director of Campus Safety and Security or designee, Associate Vice President for Academic Success or designee, Director of the Student Health Center and Director of Housing and Residence Life as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of the immediate threat to physical health/safety.
- Whether the Title IX Coordinator should pursue/sign a complaint absent a willing/able Complainant.
- Whether to put the investigation as an incident and/or pattern and/or climate.
- To help identify potential predatory conduct.
- To help assess/identify grooming behaviors.
- Whether to permit a voluntary withdrawal by the Respondent.
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning or No Trespass is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other Care Team subgroup. A VRA authorized by the Title IX Coordinator should occur in collaboration with the Care Team subgroup. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in charge of failure to comply with the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 202, 302), nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

⁸ If circumstances require, the President or Title IX Coordinator will designate another person to oversee the process below should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.

b. Discretionary Dismissal

King's College may dismiss a complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. King's College is unable to identify the respondent;
2. The respondent is not participating in King's College's education program or activity and is not employed by King's College;
3. The complainant voluntarily withdraws any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and King's College determines that, without the complainant's withdrawn allegations, the remaining allegations would not constitute Title IX sex discrimination, even if proven; or
4. The alleged conduct, even if proven, would not constitute Title IX sex discrimination.

Upon any dismissal, King's College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

- The parties will be notified of the decision issued by the Title IX Coordinator on the request for dismissal.
- A party who disagrees with a case dismissal or a decision issued will have three business days to file an appeal to the Title IX Coordinator.
- The appeal will be assigned to the Title IX Appeal Officer for determination.
- The Appeal Officer will provide a copy of the appeal decision, and the original decision by the Title IX Hearing Officer, to the parties.
- If the non-appealing party files a response, the Title IX Hearing Officer will review the appeal and the response and issue a final determination within three days of receiving the response.
- The Title IX Hearing Officer has the direction to hold or delay the investigation or hearing while the appeal is being determined.

4. INFORMAL RESOLUTION

In lieu of resolving a complaint through King's College's Title IX Grievance Process, the parties may elect to participate in an informal resolution process. King's College does not offer informal resolution in any cases that involve behaviors of sex-based harassment, quid pro quo, or a hostile environment unless all parties (Complainant, Respondent, and Title IX Coordinator) agree to it. The College will consider all circumstances when assessing whether informal resolution is appropriate and reserves the right to refuse to implement an Informal Resolution Process. The informal resolution process will not be used to resolve a complaint when such a process would conflict with Federal, State, or Local law.

King's College will inform the parties in writing of any informal resolution process it offers and determines is appropriate. Before the initiation of an informal resolution process, King's College will explain, in writing:

- The allegations
- The requirements of the Informal Resolution Process
- That any party has the right to withdraw from the informal resolution process and initiate or resume the Formal Grievance Process at any time prior to agreeing to a resolution
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume the Formal Grievance Process for the same allegations
- The potential terms that may be requested or offered in an information resolution agreement, including notice that an informal resolution agreement is binding only on the parties
- The information King's College will maintain and whether/how King's College could disclose such information for use in the Formal Grievance Process if the Process is initiated or resumed.

5. COUNTERCLAIMS

King's College is obligated to ensure that the grievance process is not abused for retaliatory purposes. Accordingly, King's College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for the purpose of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after the resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

6. PROVIDING FALSE OR MISLEADING STATEMENTS,

It is prohibited for students to provide false or inaccurate information intentionally or records to College or local authorities and/or knowingly providing false statements, evidence, or testimony during an investigation or College proceeding. The intentional omission of information during an investigation, hearing, interview, or College proceeding is providing inaccurate information (Student Code of Conduct, Regulation VI).

7. RIGHT TO AN ADVISOR

The parties may each have an Advisor⁹ of their choice present with them for all meetings and interviews within the resolution process if they so choose. The parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.¹⁰

Advisors may not act in place of the party in submitting the complaint, responses to the investigative report, appeal or in any other matter. Communication in the case is between the party and the recipient. Parties may share information with their advisor as they choose. The recipient will not accept correspondence from the advisor and communication must come from the party.

Choosing an Advisor who is also a witness in the process creates the potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing officer.

King's College will permit parties to have one or more Advisors and one person for emotional support.

a. Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the King's College community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from King's College, the Advisor will be trained by King's College and be familiar with King's College's resolution process.

If the parties choose an Advisor from outside the pool of those identified by King's College, the Advisor may not have been trained by King's College and may not be familiar with King's College policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

b. Advisors in Hearings/King's College-Appointed Advisor

In compliance with controlling law, cross-examination (indirect questioning format) is required during the hearing but must be conducted by the parties' Advisors. The parties are not permitted to cross-examine each other or any witnesses directly. If a party does not have an Advisor for a hearing, King's College will appoint a trained Advisor for the limited purpose of conducting any cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct questioning, King's College will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Hearing Officer during the hearing.

The Recipient cannot guarantee equal Advisor's, meaning that if one party selects an Advisor who is an attorney, but that other party does not, or cannot afford an attorney, the Recipient is not obligated to provide an attorney.

⁹ This could include an attorney, advocate, or support person. The law permits one Advisor for each party (witnesses are not entitled to Advisors within the process, though they can be advised externally), but sometimes some King's College may permit more than one advisor per party. If King's College allows more than one Advisor for one party, it shall do so for all parties.

¹⁰ "Available" means the party cannot insist on an Advisor who simply does not have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

c. Advisor's Role

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and initial interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

The primary role of the advisor is to conduct cross examination of the parties and witnesses during the hearing.

Advisors may not present opening or closing statements, make statements or arguments during the hearing, The advisor does not present for the party in the process including interviews, meetings and hearing.

King's College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not or cannot afford an attorney, King's College is not obligated to provide an attorney.

d. Pre-Interview Meetings

Advisors with their party may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and King's College's policies and procedures.

e. Advisor Violations of King's College Policy

All Advisors are subject to the same King's College policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors will not address King's College officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation¹¹ during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Hearing Officer except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for a private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

f. Sharing Information with the Advisor

King's College expects that the parties may wish to have King's College share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

King's College also provides a consent form that authorizes King's College to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before King's College can share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, King's College will not comply with that request.

g. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by King's College. King's College will restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by King's College's privacy expectations. This includes the protection of any information that is learned through the Grievance Process.

The parties, their advisor, the investigator, hearing officer, appeal officer, advisor to the hearing officer, and Title IX Coordinator will access the case records. The College utilizes a file-sharing system to which the parties and advisors will have access to view the information but may not print, download or copy the materials. In addition, the parties' emotional support person will not have access to the case records/file-sharing site. Parties and advisors access the case records/files within three days of the appeal date or appeal decision being issued.

h. Expectations of an Advisor

King's College expects an Advisor to adjust their schedule to allow them to attend King's College meetings when planned but may change the scheduled meetings to accommodate an Advisor's inability to attend if doing so does not cause an unreasonable delay.

¹¹

King's College may also make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

Advisors are to perform their responsibilities acting respectfully and appropriately with all of the parties, other advisors, and College staff. Attempts to intimidate or threaten any party, advisor, or College employee during this process may result in the removal of the advisor by the Title IX Coordinator.

i. Rules of Decorum for Parties, Witnesses, and Advisors

The following Rules of Decorum are to be observed in all meetings, communication, hearing, and appeal equally by all parties (meaning the complainant and respondent) and advisors.

1. Questions must be conveyed in a neutral tone.
2. Parties and advisors will refer to other parties, witnesses, advisors, and College staff using the name and gender used by the person, not intentionally mis-name or mis-gender that person in communication or questioning.
3. No party may act abusively or disrespectfully during any meeting, communication, or hearing toward any other party, witnesses, advisors, or decision-makers.
4. While an advisor may be an attorney, no duty of zealous advocacy should be informed or enforced within the forum.
5. The advisor may not yell, scream, badger, or physically "lean in" to a party or witness's personal space. In addition, advisors may not approach the other party or witnesses without permission from the decision-maker.
6. The advisor may not use profanity or make irrelevant ad hominem attacks upon a party or witnesses. Questions are meant to be interrogative statements used to test knowledge or understand a fact; they may not include accusations within the text of the questions.
7. The advisor may not ask repetitive questions. This includes questions the decision-maker has already asked, the advisor asked in cross-examination or direct testimony. The advisor must move on when the decision maker determines a question has been "asked and answered" or is otherwise not relevant.
8. Parties and advisors may take no action at the hearing that a reasonable person determines would intimidate that person (whether a party, witness or official) into not participating in the process or meaningfully modifying their participation in the process.
9. When communicating verbally or in writing, parties and advisors must do so respectfully and not use language to incite, intimidate, or be abusive to any party, advisor, witness, or College staff.

j. Expectations of the Parties with respect to Advisors

A party may elect to change advisors during the process and is not obligated to use the same Advisor throughout. However, the parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

k. Assistance in Securing an Advisor

For representation, Respondents may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>)

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>),
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which is maintained by the Crime Victim's Bar Association.
- The Time's Up Legal Defense Fund: <https://nwlc.org/times-up-legal-defense-fund/>
- Victims Resource Center
- PCAR

8. GRIEVANCE PROCESS POOL

The Formal Grievance Process relies on a pool of administrators (“the Pool”) to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, , employees, prospective students, and prospective employees.

The list of Pool members and a description of the Pool can be found at www.mykings.edu/Pool.

a. Pool Member Roles

Members of the Pool are trained annually and can serve in the following roles, at the direction of the Title IX Coordinator:

- To provide an appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To investigate complaints
- To serve as a Hearing Officer regarding the complaint
- To serve as an Appeal Hearing Officer

b. Pool Member Appointment

The Title IX Coordinator appoints pool members. The Title IX Coordinator may appoint a trained external hearing officer or appeal officer at their discretion. The parties will be notified when a hearing officer or appeal officer is assigned to their case.

Investigators	Stephen Kopenis Nicholas Gushka
Hearing Officers	Veronica Piazza Steven Matusiewicz Sean Cryan
Appeal Officers	Cheryl Ish Anitra McShea, Ph.D.
Advisors	TBA

The Title IX Coordinator acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, King’s College can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

c. Pool Member Training

The Pool members receive annual training based on their respective roles. This training includes, but is not limited to:

- The scope of King’s College’s Discrimination and Harassment Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct the questioning
- How to assess the credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by the King’s College with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to investigate and grievance process including hearings and appeals.
- How to serve impartially by avoiding prejudice of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing.
- Issues of the relevance of questions and evidence
- Issues of relevance to creating an investigation report that fairly summarizes relevant evidence.
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations

Specific training is also provided for Appeal Hearing Officers, Advisors (who are King's College employees) and Hearing Officers. All Pool members are required to attend these trainings annually. The materials used to train all members of the Pool are publicly posted on the web site.

9. FORMAL GRIEVANCE PROCESS: NOTICE OF INVESTIGATION AND ALLEGATIONS

The Title IX Coordinator will provide written notice of the investigation and allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of the allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that King's College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be allowed to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about King's College's policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that King's College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to King's College's VAWA Brochure,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official King's College records, or emailed to the parties' King's College-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

10. RESOLUTION TIMELINE

King's College will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business daytime period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

11. APPOINTMENT OF INVESTIGATORS

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool members to conduct the investigation, usually within two (2) business days of determining that an investigation should proceed.

12. ENSURING IMPARTIALITY

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator(s), and Hearing Officer may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the President of the College.

The Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

King's College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by a preponderance of the evidence.

13. INVESTIGATION TIMELINE

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

King's College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

14. DELAYS IN THE INVESTIGATION PROCESS AND INTERACTIONS WITH LAW ENFORCEMENT

King's College may undertake a short delay in its investigation if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

King's College will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. King's College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, King's College will implement supportive measures as deemed appropriate.

King's College action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

15. STEPS IN THE INVESTIGATION PROCESS

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses, obtaining available, relevant evidence, and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant.
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures.
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated.
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties.
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations.
 - The notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party.
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings.
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible.

- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Interview all available, relevant witnesses and conduct follow-up interviews, as necessary.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide regular status updates to the parties throughout the investigation.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding.
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical, or documentary evidence will be included.
- The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including the evidence upon which King's College does not intend to rely in reaching a determination, for a five (5) business day review and comment period so that each party may meaningfully respond to the evidence. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses.
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, including any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period.
- The Investigator(s) shares the report with the Title IX Coordinator for their review and feedback.
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least five (5) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.

16. ROLE AND PARTICIPATION OF WITNESSES IN THE INVESTIGATION

Witnesses (as distinguished from the parties) who are employees of King's College are expected to cooperate with and participate in King's College's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Zoom or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictates a need for remote interviewing. King's College will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross-examination at a hearing, their written statement may not be used as evidence.

17. RECORDING OF INTERVIEWS

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of and consent to audio and/or video recording.

18. EVIDENTIARY CONSIDERATIONS IN THE INVESTIGATION

The investigation does not consider:

1. incidents not directly related to the possible violation, unless they evidence a pattern;
2. the character of the parties; or
3. questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

19. REFERRAL FOR HEARING

Once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Hearing Officer–unless all parties and the Hearing Officer agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Hearing Officer depending on whether the Respondent is an employee or a student. Allegations involving student-employees in the context of their employment will be directed to the appropriate Hearing Officer, depending on the context and nature of the alleged misconduct.

20. HEARING OFFICER

King's College will designate a single Hearing Officer at the discretion of the Title IX Coordinator. The single Hearing Officer will conduct the hearing. The Hearing Officer may have an advisor of their choosing.

The Title IX Coordinator may appoint a trained external hearing officer or appeal officer at their discretion. The parties will be notified when a hearing officer is assigned to their case

The Hearing Officer will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the resolution process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Hearing Officers. Those who are serving as Advisors for any party may not serve as Hearing Officer in that matter.

The Title IX Coordinator may not serve as a Hearing Officer in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Hearing Officer or designee.

21. EVIDENTIARY CONSIDERATIONS IN THE HEARING

Any evidence that the Hearing Officer determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming King's College uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Hearing Officer at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Hearing Officer renders a determination based on the preponderance of the evidence, whether it is more likely than not that the Respondent violated the Policy as alleged.

22. NOTICE OF HEARING

No less than five (5) business days prior to the hearing, the Title IX Coordinator or the Hearing Officer will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.

- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Hearing Officer and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Hearing Officer on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Hearing Officer. For compelling reasons, the Hearing Officer may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and King's College will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Hearing Officer about the matter unless they have been provided already. The materials will be available on a file-sharing site (One hub) to view but cannot be copied or printed.
- An invitation to each party to submit to the Hearing Officer an impact statement pre-hearing that the Hearing Officer will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Parties must provide to the Hearing Office a list of anticipated questions for cross-examination at least two business days prior to the hearing. The Hearing Officer will review the questions for relevance and avoid repetition of questions.
- Whether parties cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of the term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by King's College and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

23. ALTERNATIVE HEARING PARTICIPATION OPTIONS (ZOOM OR OTHER TECHNOLOGY)

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Hearing Officer at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Hearing Officer can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Hearing Officer know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

24. PRE-HEARING PREPARATION

The Hearing Officer, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions unless all parties and the Hearing Officer assent to the witness's participation

in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Hearing Officer do not assent to the admission of evidence newly offered at the hearing, the Hearing Officer will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given the name of the Hearing Officer at least five (5) business days in advance of the hearing. All objections to any Hearing Officer must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than two business days prior to the hearing. Hearing Officers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Hearing Officer a list of the names of all parties, witnesses, and Advisors at least five business days in advance of the hearing. Any Hearing Officer who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Hearing Officer is unsure of whether bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Hearing Officer at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Hearing Officer.

Parties must provide to the Hearing Office a list of anticipated questions for cross-examination at least two business days prior to the hearing. The Hearing Officer will review the questions for relevance and avoid repetition of questions.

25. PRE-HEARING MEETINGS

The Hearing Officer may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics the parties and/or their Advisors wish to ask or discuss at the hearing so that the Hearing Officer can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for reconsideration based on any new information or testimony offered at the hearing. The Hearing Officer must document and share with each party their rationale for any exclusion or inclusion at this pre-hearing meeting.

The Hearing Officer, only with the full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Hearing Officer will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Hearing Officer may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Hearing Officer may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded.

26. HEARING PROCEDURES

At the hearing, the Hearing Officer has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Hearing Officer, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, an advisor to the Hearing Officer and anyone providing authorized accommodations or assistive services. The Title IX Coordinator may be present at the hearing or will be available to the Hearing Officer for consultation on the hearing procedures.

The Hearing Officer will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf. King's College may draw an adverse inference from an individual's refusal to answer a question.

The Hearing Officer will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Hearing Officer and the parties and will then be excused.

27. JOINT HEARINGS

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

28. THE ORDER OF THE HEARING – INTRODUCTIONS AND EXPLANATION OF PROCEDURE

The Hearing Officer explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Hearing Officer on the basis of bias or conflict of interest. The Hearing Officer will rule on any such challenge unless the Hearing Officer is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge.

The Hearing Officer then conducts the hearing according to the hearing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the Title IX Coordinator. The Hearing Officer may attend to logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

29. INVESTIGATOR PRESENTS THE FINAL INVESTIGATION REPORT

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Hearing Officer and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Hearing Officer should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Hearing Officer will direct that it be disregarded.

30. TESTIMONY AND QUESTIONING

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Hearing Officer. The parties/witnesses will submit to questioning by the Hearing Officer and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Hearing Officer. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Hearing Officer upon request or agreed to by the parties and the Hearing Officer), the proceeding will pause to allow the Hearing Officer to consider it, and the Hearing Officer will determine whether the question will be permitted, disallowed, or rephrased.

The Hearing Officer may explore arguments regarding relevance with the Advisors if the Hearing Officer so chooses. The Hearing Officer will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Hearing Officer will explain any decision to exclude a question as not relevant or to reframe it for relevance.

The Hearing Officer will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Hearing Officer has the final say on all questions and determinations of relevance, subject to any appeal. The Hearing Officer may consult with legal counsel on any questions of admissibility. The Hearing Officer may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Hearing Officer has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Hearing Officer at the hearing, the Hearing Officer may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator /or preserve them for appeal. If bias is not an issue at the hearing, the Hearing Officer should not permit irrelevant questions that probe for bias.

31. REFUSAL TO SUBMIT TO CROSS-EXAMINATION AND INFERENCES

Any party or witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing or because they attend but refuse to participate in some or all questioning. King’s College may draw an adverse inference from an individual’s refusal to answer a question.

Statements made by the parties or witnesses during the investigation, emails or texts exchanges between the parties leading up to the alleged sexual harassment, statements made in police reports, statements contained in Sexual Assault Nurse Examiner (SANE) reports, and statements in medical reports may be considered by the Hearing Officer in their decision making (DOE letter August 24, 2021).

Police reports, reports from the police of the results of a rape kit, DNA or alcohol/drug substance, reports from SANE nurse or physician, medical records, are admissible without testimony from the author, police or medical authority. The Title IX Hearing Officer will determine relevance of the reports.

The Decision-maker uses text messages, email, or video even though only one party in the message or video presents testimony or witness statement.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Hearing Officer may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with King's College's established rules of decorum for the hearing, King's College may require the party to use a different Advisor. If a King's College-provided Advisor refuses to comply with the rules of decorum, King's College may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

32. RECORDING HEARINGS

Hearings (but not deliberations) are recorded by King's College for purposes of review in the event of an appeal. The parties may not record the proceedings, and no other unauthorized recordings are permitted. The College may but is not required to produce a transcript which the parties may review.

The Hearing Officer, the parties, their Advisors, and appropriate administrators of King's College will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without the permission of the Title IX Coordinator.

33. DELIBERATION, DECISION-MAKING, AND STANDARD OF PROOF

The Hearing Officer will deliberate to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. The preponderance of the evidence standard of proof is used.

When there is a finding of responsibility on one or more of the allegations, the Hearing Officer may then consider the previously submitted party impact statements in determining the appropriate sanction(s). The Hearing Officer will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party. The Hearing Officer may – at their discretion – consider the statements, but they are not binding. The Hearing Officer will review the statements and any pertinent conduct history provided by Title IX Coordinator and will determine the appropriate sanction(s) in consultation with other appropriate administrators.

The Hearing Officer will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions.

This report typically should not exceed three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

34. NOTICE OF OUTCOME

Using the deliberation statement, the Title IX Coordinator will work with the Hearing Officer to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within five business days of receiving the Hearing Officer's deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official King's College records, or emailed to the parties' King's College-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will identify the specific policy reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by King's College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent King's College is permitted to share such information under state or federal law; any sanctions issued which King's College is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to King's College's educational or employment program or activity, to the extent

King's College is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by King's College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

35. SANCTIONS

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct.
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Hearing Officer.

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of and may be in addition to, other actions are taken, or sanctions imposed by external authorities.

a. Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations individually or in combination

- Censure/Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any King's College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- Monetary fines
- Restitution for damages
- Housing Suspension
- Restricted from living off-campus
- Required Counseling: A mandate to meet with and engage in either King's College (Recipient)-sponsored or external counseling to better comprehend the misconduct and its effects.
- Probation: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions if the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- Parental Notification: if the student is placed on probation, suspended, or dismissed.
- Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at King's College.
- Dismissal: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend King's College-sponsored events.
- Other Actions: In addition to or in place of the above sanctions, King's College may assign any other sanctions as deemed appropriate.

b. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- Warning – Verbal or Written

- Performance Improvement/Management Process
- Required Counseling
- Required Training or Education
- Probation
- Loss of Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay.
- Termination
- Other Actions: In addition to or in place of the above sanctions, King's College may assign any other sanctions as deemed appropriate.

36. WITHDRAWAL OR RESIGNATION WHILE CHARGES PENDING

Students: If a student has an allegation pending for violation of the Policy on Equal Opportunity, Harassment, and Nondiscrimination, King's College may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide not to participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from King's College, the resolution process ends, as King's College no longer has disciplinary jurisdiction over the withdrawn student.

However, King's College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to King's College. Such exclusion applies to all campuses of King's College. A hold will be placed on their ability to be readmitted. They may also be barred from King's College property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely, and that student is not permitted to return to King's College unless and until all sanctions have been satisfied.

During the resolution process, King's College may put a hold on a responding student's transcript or place a notation on a responding student's transcript or dean's disciplinary certification that a disciplinary matter is pending.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as the King's College no longer has disciplinary jurisdiction over the resigned employee.

However, King's College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

The employee who resigns with unresolved allegations pending is not eligible for rehire with King's College or any campus of the King's College, and the records retained by the Title IX Coordinator will reflect that status.

All King's College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

37. APPEALS

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within five business days of the delivery of the Notice of Outcome.

The Appeal Officer will be appointed by the Title IX Coordinator from the Title IX staff pool, or an external appeal officer may be appointed who is trained in the Title IX process.

A single Appeal Hearing Officer will hear the appeal. No Appeal Officer will have been involved in the process previously, including any prior appeals that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Hearing Officer for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

a. Grounds for Appeal

Appeals are limited to the following grounds:

1. Procedural irregularity affected the outcome of the matter. A procedural irregularity is an error in the process that was not followed that impacted the outcome of the hearing.
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator(s), or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Officer and the parties, and their Advisors will be notified in writing of the denial and the rationale.

Appeals on the grounds that the party disagree with the decision of the Hearing Officer on determination of responsibility or sanction will not be considered.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Officer will notify the other party and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Officer.

The other party and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Officer will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given five business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Appeal Officer to all parties for review and comment.

The non-appealing party (if any) may also choose to raise new grounds for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Officer and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s), and/or original Hearing Officer, as necessary, who will submit their responses in five business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time. The Appeal Officer will collect any additional information needed, and all documentation regarding the approved grounds and the subsequent responses and the Hearing Officer will render a decision in no more than five business days, barring exigent circumstances. All decisions apply the preponderance of the evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which King's College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the King's College is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' King's College-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

b. Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

King's College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

c. Appeal Considerations

- Appeal decisions are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation

regarding the specific grounds for appeal.

- An appeal is not an opportunity for Appeal Officers to substitute their judgment for that of the original Hearing Officer merely because they disagree with the finding and/or sanction(s).
- The Appeal Officer may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultations will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Hearing Officer for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural error cannot be cured by the original Hearing Officer (as in cases of bias), the appeal may order a new hearing with a new Hearing Officer.
- The results of a remand to a Hearing Officer cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to King's College or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

38. LONG-TERM REMEDIES/OTHER ACTIONS

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties, even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by King's College to the Respondent to ensure educational access is not limited.

King's College will maintain the privacy of any long-term remedies/actions/measures to the extent permitted by law, provided privacy does not impair King's College's ability to provide these services.

39. FAILURE TO COMPLY WITH SANCTIONS AND/OR INTERIM AND LONG-TERM REMEDIES AND/OR RESPONSIVE ACTIONS

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Hearing Officer, including the Appeal Hearing Officer.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the King's College and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

40. RECORDKEEPING

King's College will maintain for a period of seven years records of:

1. Each sexual harassment and sex-based discrimination investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation.
2. Any disciplinary sanctions imposed on the Respondent.
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the King's College's education program or activity.
4. Any appeal and the result therefrom.
5. All materials used to train Title IX Coordinators, Investigators, and Hearing Officers. King's College will make these training materials available upon request.
6. Any actions, including any supportive measures, taken in response to a report or complaint of sex-based discrimination or sexual harassment, including:
 - a. The basis for all conclusions that the response was not deliberately indifferent.
 - b. Any measures designed to restore or preserve equal access to the King's College's education program or activity; and
 - c. If no supportive measures were provided to the Complainant, documentation of the reasons why such a response was not clearly unreasonable considering the known circumstances.

King's College will also maintain any and all records in accordance with state and federal laws.

41. DISABILITIES ACCOMMODATIONS IN THE RESOLUTION PROCESS

King's College is committed to providing reasonable accommodation and support to qualified students, employees, or others with disabilities to ensure equal access to King's College's resolution process.

Anyone needing such accommodations or support should contact the Associate Director of Academic Skills and Disability Services or Human Resources if employee, who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

42. REVISION OF THIS POLICY AND PROCEDURES

This Policy and procedures supersede any previous policy addressing sexual harassment, sex-based discrimination, sexual misconduct, and/or retaliation under Title IX and will be reviewed and updated annually by the Title IX Coordinator. King's College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws that frame such policies and codes, generally.

This Policy and procedures are effective August 1, 2024.

PART III: RESOURCES, EDUCATION, AND ASSESSMENT

COUNSELING, MEDICAL, AND SUPPORT SERVICES

Counseling Center

Administration Building Room 620 (570) 208-5873

Students may contact a member of the King's College Counseling Center during regular office hours, Monday - Friday, 8:30 a.m. - 4:30 p.m., or by visiting the Counseling Center located on the sixth floor of the Administration building. After normal operating hours, call the switchboard (570) 208-5900 for assistance, who will then contact a College counselor. The Counseling Center at King's College can provide safe, confidential support during this difficult period. They can discuss coping

methods that may be of assistance immediately following an assault or later. They can also provide pertinent referral resources and services where students can also seek further assistance and support.

Student Health Services

Andre Hall
(570) 208-5852

Students may contact the Student Health Center during regular office hours Monday-Friday, 8:30a.m.-4:30p.m., or by visiting the Student Health Center in Andre Hall. Outside of regular business hours, students can call the switchboard for assistance (570) 208-5890 for assistance or seek treatment at a local emergency room. Student Health Services can provide medical support and guidance, as well as referrals to off campus providers and resources.

Off-Campus Assistance

Luzerne County offers several resources to complainants of sexual assaults, rapes, domestic violence, stalking, etc. King's College works closely and cooperatively with these agencies to bring our students awareness, education, and supportive services. Below are offices that are available to students:

The Luzerne County Victim Resource Center (VRC) provides a wide range of services to adults and children who are complainants of crime. These services include a 24-hour hotline, support groups, counseling, and advocacy for complainants. The Victim Resource Center provides medical and legal accompaniment and offers support groups for complainants of rape, incest, and other forms of sexual abuse. The agency also provides numerous educational programs for students of all ages, professionals, and community groups. The Victim Resource Center is private, confidential, and its services are free. Victim Resource Center can be reached by calling (570) 823-0765.

Domestic Violence Service Center (DVSC) is another local resource that may be reached by phone at 1-800-424-5600. DVSC offers a wide range of free and confidential services, including a 24-hour hotline for information and referral, crisis intervention, supportive counseling, or a sympathetic shoulder to cry on. Other free services include counseling, individual and group counseling for residents and non-residents, advocacy, court advocacy and accompaniment related to Protection from Abuse Orders, community outreach and education, life skills and parenting training, medical and mental health advocacy, and training for professionals.

Luzerne County also maintains a Protection from Abuse Office through which complainants can obtain protection in certain domestic violence situations. Information on this service is available from the Victim Resource Center, the College's Student Affairs Office, or the Executive Director of Campus Safety and Security.

EDUCATIONAL PROGRAMMING AND PREVENTION

Commonwealth of Pennsylvania law requires that educational programming in higher education includes (P.L.1383, No.180) the following: (1) A discussion of sexual violence. (2) A discussion of consent, including an explanation that the complainant is not at fault. (3) A discussion of drug and alcohol-facilitated sexual violence. (4) Information relating to risk education and personal protection. (5) Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement. (6) The possibility of pregnancy and transmission of sexual diseases. (7) Introduction of members of the educational community from (i) Campus police or security and local law enforcement. (ii) The student health center, women's center, and rape crisis center. (iii) Campus counseling service or any service responsible for psychological counseling and student affairs. (8) A promise of discretion and dignity. (9) A promise of confidentiality for complainants of sexual assault.

Because King's College recognizes sexual harassment/misconduct as an important issue, the College offers educational programming in several ways to several groups on campus such as campus personnel (Campus Safety, Residence Life, faculty, and staff); incoming students; resident and off-campus students; and members of student organizations. Campus efforts are to tailor programming to address primary prevention, ongoing prevention, ongoing awareness, risk reduction, and bystander intervention. Each of these types of efforts is defined below:

Awareness Programs – community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander Intervention - safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. **Ongoing Prevention and Awareness Campaigns** - programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of methods with audiences throughout the institution. (VAWA/Clery)

Primary Prevention – programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through

the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Risk Reduction - Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for complainants to promote safety and to help individuals and communities address conditions that facilitate violence.

Annually, incoming students are required to attend a program during orientation weekend. The program includes a keynote speaker that discusses sexual assault, sexual harassment/misconduct, consent requirements, the impact of drug and alcohol on consent, bystander intervention, etc. Along with the speakers, the students are introduced to staff from King's College Counseling Center and community agencies Victim's Resource Center, and other participants. The program works in conjunction with topics that are discussed in HCE 101: Holy Cross Experience, a one-credit course that all first-year students take. Also, the program bridges into a required part of HCE 101, where all incoming students take complete computer modules that include sections on drugs and alcohol and a dedicated section on sexual harassment/misconduct. Other ongoing programming offerings are presented to the campus-wide community on a regular and consistent basis. Programming is typically organized and coordinated by Student Affairs or by other pertinent on-campus departments.

ASSESSMENT AND EVALUATION – THE OVERSIGHT COMMITTEE

King's College, on a biannual basis, conducts a survey assessing the educational programs, the policy, and campus climate related to sexual harassment. The results of the assessment will be made available to members of the college community.

King's College maintains a Title IX Oversight Committee that will meet twice an academic year to review the policy, educational programming, assessment information, and make recommendations to the Title IX Coordinator(s). The committee will include the Title IX Coordinators, hearing officers, investigators, appeal officers, a member of the Counseling Center staff, a faculty member, and a representative for the Student Government.

RESOURCES

Medical Treatment			
Student Health Center	Andre Hall	Monday – Friday 8:30 a.m. – 4:30p.m.	(570) 208-5852
Wilkes-Barre General Hospital Emergency Department	575 North River Street Wilkes-Barre, PA 18764	24 hours	(570) 829-8111
Geisinger Wyoming Valley	1000 East Mountain Blvd. Wilkes-Barre, PA 18711	24 hours	(570) 808-7300
King's College	Campus Safety and Security Department	24 hours	Switchboard (570) 208-5900 Executive Director (570) 208-8103 (non-emergency)
Wilkes-Barre Police	15 North Washington Street Wilkes-Barre, PA 18701	24 hours	911
Counseling Center	Administration Building Sixth Floor	Monday – Friday 8:30 a.m. – 4:30 p.m. After hours on call	(570) 208-5873
Residence Life Staff	Sheehy-Farmer Campus Center Office of Residence Life	Monday – Friday 8:30 a.m. – 4:30 p.m. After hours on call	(570) 208-5856
Campus Ministry	Campus Ministry Center	Monday – Friday 8:30 a.m. – 4:30 p.m.	(570) 208-5890
Victim Resource Center	360 East End Shopping Center Wilkes-Barre, PA 18702		(570) 823-0765
24-Hour Complainants Hotline		24 hours	(800) 206-9050
Domestic Violence Service Center	13 East South Street Wilkes-Barre, PA 18701		(570) 829-1341 (800) 424-5600 (hotline)
Victim Connect Resource Center	https://victimconnect.org/	24 hours	(855) 484-2846

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KING'S COLLEGE

TRANSFORMATION. COMMUNITY. HOLY CROSS