



LACKAWANNA ♦ COLLEGE



Addendum to 2016-17 Student Handbook

Lackawanna College Student Grievance Procedure (pg. 36)

I. Purpose and Scope

- A. The purpose of this procedure is to provide Lackawanna College students an opportunity to file Non-Academic grievances. Students are expected to attempt to resolve the matter informally prior to filing a formal grievance.
- B. While the Student Grievance procedure may be used for complaints alleging discrimination, students are encouraged to use the Affirmative Action Complaint process for resolution prior to bringing a complaint of sexual harassment under the Student Grievance Procedure.
- C. The Student Grievance procedure should **not** be used for complaints alleging sexual harassment. Any student wishing to file a complaint of sexual harassment should consult with the College's Title IX Officer and the Title IX Handbook.

II. Definitions

- A. **Student:** an individual who is officially enrolled as a non-degree student, a degree-seeking student, or enrolled in a College-approved certificate program.
- B. **Respondent:** the person designated to answer or respond to the complaint. Generally, the respondent would be the head of the department in which the violation allegedly occurred or the Vice President of Student Affairs.
- C. **Time/Days:** all time periods referred to in this procedure refer to **calendar** days, excluding summer term and inter-semester recesses. If the designated time period ends on a Saturday, Sunday or designated College holiday, the time period will be extended to the following working day. The time periods designated in this procedure may be extended only where there is a good cause and notice of the extension is provided to all parties.
- D. **"In Writing":** should be understood to include email, except where written signature is required.

III. Department Level Resolution

A. Informal Process.

Before filing a grievance under this Policy, a student should attempt to resolve the matter informally with the person alleged to have committed the violation, or with the head of the department in which the alleged violation occurred, or both of them. The student may contact the Office of Student Affairs for assistance with informal resolution. Attempts to resolve the matter informally should be completed within thirty (30) days from the time at which the student knew or could reasonably be expected to have known of the action being grieved.

B. Formal Process.

If the department fails to provide notice of resolution to the student within thirty (30) days of receiving the complaint, or if the response is unsatisfactory to the student, the student may file a formal student grievance within ten (10) days from when the response should have been received or within ten (10) days of receiving the unsatisfactory response.

IV. Formal Resolution Procedure

A. Filing.

Student grievances can be filed by completing the Grievance Form published on the College's portal or by contacting the Vice President of Student Affairs directly. Students electing the latter must put their grievance in writing prior to, or within, two (2) days of contact.

Grievances must be signed, dated, and contain the student's email address and telephone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, and description of the evidence supporting the grievance, whether informal procedures were taken to remedy the matter and relief requested. It is the responsibility of the student filing the grievance to update the Vice President of Student Affairs of any changes to contact information.

B. Initial Review.

Upon receipt of a formal student grievance, the Vice President for Student Affairs shall promptly review and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance Procedure, and alleges facts which, if true, would constitute a violation of law or College policy.

If the grievance is found to be incomplete, the student will be notified in writing and will have ten (10) days from the written notice to complete the missing information. If the student fails to do so, the grievance will be dismissed.

If the grievance is dismissed, the student will be provided with a written explanation of the basis for dismissal. The student will have ten (10) days from the written notice to request an appeal from the Vice President of Student Affairs. The request for appeal must be a signed, written document stating why the grievance should not be dismissed. The Vice President for Student Affairs will respond to the request for appeal within ten (10) days.

C. Investigation.

If the grievance is not dismissed for reasons outlined above, a prompt investigation into the matter will begin. The Vice President of Student Affairs will send a copy of the written grievance to the head of the department involved, with a copy to the Human Resources Department. Each allegation will be investigated to determine whether or not it has merit.

D. Resolution.

Upon conclusion of the investigation, the student will be provided with a written response summarizing the outcome. If the outcome of the grievance involves a recommendation for disciplinary action, the matter will be referred to the appropriate personnel.

E. Request for Reconsideration.

The student may seek reconsideration of an adverse determination by filing a written request for review with the Executive Vice President of the College. This written request must be submitted within ten (10) days of receiving the written notice of determination and must be supported by evidence that the Student Grievance procedure was not followed, and the failure to follow procedure resulted in an adverse decision.

Vice President of Student Affairs:

Suellen Musewicz

Email: Musewiczs@lackawanna.edu

Telephone Number: (570) 961-7824

LACKAWANNA COLLEGE STUDENT GRIEVANCE FORM

INSTRUCTIONS: Please read the Student Grievance Procedure before completing this form. Be sure to observe the time limits specified in the procedure. You are also encouraged to attempt to resolve the matter at the local level if possible. It is not required that you use this form, but please include all the information below in your complaint. Submit formal grievances to:

Vice President for Student Affairs
501 Vine Street
Scranton PA 18509
Email: Musewiczs@lackawanna.edu

GRIEVANT NAME: _____
Please print

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

NAME OF INDIVIDUAL WHOSE CONDUCT IS BEING GRIEVED:

DATE(S) OF MOST RECENT OCCURRENCE(S) LEADING TO THIS COMPLAINT:

RESULT OF PRIOR ATTEMPTS TO RESOLVE THIS MATTER AT THE DEPARTMENT LEVEL:

DATE YOU RECEIVED DEPARTMENT LEVEL RESPONSE: _____

PROVIDE A SHORT DESCRIPTION OF ACTION(S) BEING GRIEVED:

STATE THE RESULTING INJURY OR HARM BECAUSE OF THIS ACTION:

PROVIDE A DESCRIPTION OF ANY EVIDENCE SUPPORTING THE GRIEVANCE (may be attached):

STATE THE REMEDY OR RELIEF YOU ARE REQUESTING:

PLEASE SUBMIT ANY ADDITIONAL BACKGROUND INFORMATION THAT WILL BE HELPFUL IN RESOLVING YOUR GRIEVANCE:

Signature: _____ **Date:** _____

SGA - Student Government Association (pg. 40)

SGA is the executive and legislative arm of the student body, serves as a liaison between the college's administration and students, and plays a pivotal role in the planning and coordination of programming activities on campus. SGA offers students opportunities for development of their leadership skills through interaction with college administrators, community organizations and other student clubs, as well as attendance at a variety of conferences. As part of student government's role in institutional governance, an officer sits on the student judicial board for student disciplinary appeals. An officer also sits on the Student Policy Review team, where review of student policy occurs on a semi-annual basis.

In their role as liaison to administration, SGA officers actively solicit opinions and perspectives from the student body at large. All students, at all locations, are welcome to contact one of the officers of SGA to discuss policy related concerns or ideas. Any student wishing to submit a formal proposal for review by administration must submit the proposal to SGA and the Director of Student Life by March 15th during the Spring Semester or October 15th during the Fall Semester to allow time for sufficient review.

To simply express concerns, please use the form available on the portal on the SGA page. These items will be reviewed by the College's student policy review team for possible changes as of the start of the next academic year.

Meetings: Tuesdays, 12:20 p.m. – 12:55 p.m., Board Room, Angeli Hall

Advisors: Karen Legge, Student Affairs Office, leggek@lackawanna.edu

Catherine Fox, Student Affairs Office foxc@lackawanna.edu

Student Government Officers:

Melissa Birch, President, melissa.birch@falcons.lackawanna.edu

Harsh Desai, Treasurer, harsh.desai@falcons.lackawanna.edu

Krystle Sankus, Commuter Representative, Krystle.sankus@falcons.lackawanna.edu

Bryce Scofield, Student-Athlete Representative, Bryce.scofield@falcons.lackawanna.edu

Esmeralda Castillo, Public Relations Officer, esmeralda.castillo@falcons.lackawanna.edu

Lindsey Dippre, Sophomore Representative, lindsey.dippre@falcons.lackawanna.edu

Rashaad Pressey, McKinnie Hall Representative, rashaad.pressey@falcons.lackawanna.edu

Sexual Harassment and Misconduct Policy (pg. 67)

Lackawanna College is committed to providing an educational and work environment that is free from unlawful sexual discrimination, including sexual harassment and sexual violence. In accordance with Title IX of the Education Amendments of 1972, Lackawanna College will not tolerate any type of sexual misconduct. Students are encouraged to refer to their Title IX Handbook for further discussion and definitions of terms discussed here, and also for more specific information related to reporting procedures and available resources. The Handbook can also be accessed on **the Portal**.

All complaints of sexual misconduct should be brought immediately to the attention of the Title IX Coordinator, Marsha Pigma, Title IX Coordinator/Executive Director Student Wellness Program at (570) 955-1466, (570) 677-7589, or piggam@lackawanna.edu.

Students accused of violating the sexual harassment and misconduct policy will be suspended from collegiate activities (including athletics) while the investigation is in progress. Students violating the sexual harassment and misconduct policy may face sanctions, including, but not limited to probation, student wellness, community service, and/or dismissal with appeal.

Violations of Local, State, and Federal Law Policy (pg. 68)

Lackawanna College reserves the right to discipline students who have violated local, state, or federal law on or off campus while enrolled as a student. These violations include, but are not limited to, tattooing, gambling, and other federal and state violations. Violations of local, state, and federal law may result in sanctions including, but not limited to probation, student wellness, fine, and/or dismissal.

Visitation Policy (pg. 68)

Residents of Lackawanna College dorms must register all visitors at the Hall's Public Safety Office (front desk). Visitors must provide appropriate identification, which will consist of a picture ID that contains the birthdate of the visitor. Family visitors under 18 years of age are not allowed in residence hall rooms and are restricted to the common areas. Visitors under 18 years of age who are not family members are restricted from entering the building. Residents are responsible for the actions of their guests.

All underage individuals will be escorted from the dormitory. Refusal to leave will cause the College to seek charges of trespassing. Residents responsible for inviting underage guests into the building will be subject to fines and/or dismissal from the College.

Residents must meet their guests at the Public Safety Office and sign them in. They are also expected to escort guests from the building and sign them out. Guests are to be escorted at all times by the resident who signed them in and are expected to adhere to all of Lackawanna College's regulations and policies. Public Safety will escort any unescorted guests from the building. Visitors who fail to follow College procedure will lose visitation privileges and will be considered trespassers on private property.

Overnight visitors are not allowed. All visitors must vacate the facility by the close of posted visiting hours. This policy will be strictly enforced, and residents violating any part of this policy are subject to disciplinary action, including, but not limited to, fines or community service. Repeated violations will result in escalated disciplinary action, including, but not limited to, loss of visitation privileges and/or dismissal from College. All policies related to visitation apply whether a Public Safety Officer is present or not.

Lackawanna College Visitation Hours

Sunday through Thursday – Noon to midnight

Friday and Saturday – Noon to 2 a.m.

Fines and Visitation Violations

1st Offense - \$50 fine

2nd Offense - \$100 fine

3rd Offense – Loss of Visitation Privileges

Weapons, Explosives, and Other Dangerous Items Policy (pg. 68)

The on-campus (licensed or illegal) possession, storing, carrying, or use of any weapon (or replicas) implements used as weapons, or other dangerous items including, but not limited to, firearms, ammunition, explosives, fireworks, martial arts paraphernalia, knives (except for kitchen use) pistols, rifles, shotguns, handguns, air guns, pellet or BB guns, paintball guns, stun guns, potato guns, slingshots, balloon launchers, or tattoo needles and equipment.

Any item of any kind found in possession of a student anywhere on College property will be confiscated and turned over to the proper authorities as evidence. Possession of a weapon will lead to discipline including, but not limited to, fines, probation, student wellness, and/or immediate dismissal from the College. If a student is dismissed from the College for a weapons possession offense, there will be no appeal, unless granted on a case-by-case basis, by the President of the College or his/her designee. Criminal prosecution may be brought by Lackawanna College.