

SHIPPENSBURG UNIVERSITY

Proudly Presents
the
2012-2013
Student Handbook
Swataney



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visit www.ship.edu)*

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Academic Department Info.

College of Arts and Sciences

Dean	DHC 225	1151
Associate Dean	OM 202	1151
Ethnic Studies	HH 103	1478
Honors Program	HH 104	1604
International Studies	HH 101	1907
Women's Studies	HH 125	1104
Art	HAC 209	1530
Biology	FSC 142	1401
Chemistry	FSC 327	1629
Communication/Journalism	RLH 108	1521
Computer Science	MCT 156	1178
Economics	DHC 127	1437
English	DHC 128	1495
Geography/Earth Science	SRH 104	1685
History/Philosophy	DHC 122	1621
Human Communication Studies	DHC 112	1732
Mathematics	MCT 250B	1431
Modern Languages	RLH 109	1635
Music/Theater Arts	PAC 220	1638
Physics	FSC 215	1570
Political Science	GRH 424	1718
Psychology	FSC 114	1657
Sociology/Anthropology	GRH 428	1735

College of Business

Dean	GRH 120	1435
Associate Dean	GRH 128	1620
Assistant Dean	GRH 320	1140
Accounting, Mgmt. Info. Systems	GRH 328	1436
Finance, INM	GRH 228	1434
Management/Marketing	GRH 224	1439

College of Education and Human Services

Dean	HH 117	1373
Associate Dean/Dir. of Field Ser.	HH 120	1487
Counseling	SPH 123	1668
Criminal Justice	SPH 321	1558
Dept. of Educational Leadership & Policy	SPH 127	1591
Exercise Science	HG 109	1721
Military Science	WRI 206	1782
Social Work & Gerontology	SPN 382	1717
Teacher Education	SPH 214	1688
Grace Luhrs Elementary School	GBLUES	1612
Academic Services	HH 112	1394

School of Academic Programs & Services

Dean	HH 102	1395
Assistant Dean	HH 102	1395
Director of Academic Success Program	WRI 302	1134
Director, Learning Center	LL	1420

Campus Resources

ACTIVITIES PROGRAM BOARD (APB)	477-1747	
ATHLETICS	477-1711	
CAMPUS MINISTRY CENTER	477-1672	
CAREER DEVELOPMENT CENTER	477-1484	
CONNECTION (ALCOHOL & DRUG PROGRAM)	477-1165	
COUNSELING CENTER	477-1481	
CUB DIRECTORS OFFICE	477-1560	
CUB INFORMATION DESK	477-1693	
CUMBERLAND YEARBOOK	477-1756	
DEAN OF STUDENTS	477-1164	
EMERGENCY - FIRE AND AMBULANCE	911	
RHA VAN SERVICE - ON CAMPUS ONLY	477-RIDE	
ETTER HEALTH CENTER	477-1458	
FINANCIAL AID	477-1131	
FOOD SERVICE	477-1619	
FRATERNITY & SORORITY LIFE	477-1279	
HEALTH SERVICES	477-1458	
HOTLINE - EVENTS AND WEATHER CLOSINGS	477-1200	
HOUSING (CAMPUS)	477-1701	
INTERNATIONAL PROGRAMS & STUDY ABROAD	477-1279	
JUDICIAL AFFAIRS	477-1164	
INTRAMURALS & RECREATION	477-1755	
LIBRARY CIRCULATION DESK	477-1465	
MAILROOM	477-1137	
MULTICULTURAL STUDENT AFFAIRS	477-1616	
PHYSICAL PLANT	477-1454	
PRESIDENTS OFFICE	477-1301	
RAIDER ROOM	477-1447	
REGISTRARS OFFICE	477-1381	
RESIDENCE LIFE	477-1701	
RESNET (RESIDENCE DATA)	477-1639	
SLATE STUDENT NEWSPAPER	477-1778	
SOCIAL EQUITY OFFICE	477-1161	
STUDENT ACCOUNTS	477-1211	
STUDENT SENATE	477-1651	
SWITCHBOARD	477-9121	
UNIVERSITY POLICE	477-1444	
UNIVERSITY STORE	477-1600	
VICE PRESIDENT ACADEMIC AFFAIRS/PROVOST	477-1371	
VICE PRESIDENT ADMINISTRATION & FINANCE	477-1375	
VICE PRESIDENT INFORMATION TECHNOLOGIES	477-1835	
VICE PRESIDENT STUDENT AFFAIRS	477-1308	
VOLUNTEER SERVICES	477-1710	
WOMENS CENTER	477-1790	
Residence Hall	Main Desks	Resident Directors
Harley Hall	477-1914	477-7140
Kieffer Hall	477-1916	477-7160
Lackhove Hall	477-1917	477-7170
McCune Hall	477-1915	477-7150
McLean Hall	477-1920	477-7200
Mowrey Hall	477-1929	477-7290
Naugle Hall	477-1919	477-7190
Seavers Complex	477-1933	477-7330
Stone Ridge Commons Property Mgmt. Office		530-1311



President's Message

Welcome to the 2012-13 academic year at Shippensburg University - and to a very talented student body known for its academic excellence, energy and creativity! Your success here will be built one day at a time, one experience at a time, both within and outside the classroom, through hard work, self-discipline, motivation, and the ability to establish priorities, to stay organized, to multitask, and to lead.

The Swataney is more than just a policy manual. I challenge you to become familiar with the material presented here. It includes helpful information about campus offices and resources; recreation, intramurals and athletics; student services; the Student Code of Conduct you are expected to follow during your years here; the student judicial process; and academic policies. Throughout your years here, you will have many out-of-class opportunities - Greek life, intercollegiate athletics, a vibrant residence life program, leadership development, community service projects, student activities and intramurals, and a wide variety of clubs and organizations - to learn from people of different cultural backgrounds, to examine new philosophies, to develop new interests and skills, and to prepare for life after college. Take the initiative to expand your horizons. Attend a lecture presented by a speaker invited to campus by faculty members or a great performance at the H. Ric Luhrs Performing Arts Center. Or, volunteer your time on and off campus to a worthy cause.

This is a very exciting time on campus. Many physical changes have been completed with many more improvements to follow in the coming year. The new Huber Art Center is now open - not only for art students, but for everyone who wishes to visit the Kauffman Gallery to see outstanding displays of student, local regional and national art. The renovation and expansion of the Ceddia Union Building is nearing completion. When it officially reopens in Fall 2012, the facility will once again be the center of student life on campus, a place for you to study, to work collaboratively with your professors, to enjoy the friendship of your peers, as well as just eat, play, and relax. In addition, the first phase of a multi-phased plan to construct all-new residence halls is underway-with three state-of-the-art living and learning facilities opening in January 2013, two on the north side of campus and one on the south side of campus.

I want your years at Ship to be both intellectually exciting and individually successful; a time when you make friends for life, learn to work effectively as a member of the Ship family, and have the energy and motivation to achieve all of your goals. The people of Shippensburg University have made this a proud and close-knit community. As you'll soon discover, Ship faculty and staff are not only highly knowledgeable in their fields, but also committed to your success. Follow their advice. Become actively engaged in the planning of your studies and the pursuit of your own excellence. Balance your academic work with involvement in our athletic programs or student organizations. We are here to help you reach your goals. If difficulties arise in either your academic or personal life, please remember that the doors of our counseling, advising and health services are always open to you.

I look forward to meeting you during the year-whether at a student event or at a "President's Hour" held each semester in the residence halls-and hearing about your experiences here. Once again, welcome to Ship. Best wishes for a successful year. I look forward to the contributions you will make to the Ship tradition and to your development as a scholar and citizen.

Sincerely,

A handwritten signature in dark ink that reads "Bill Ruud". The signature is written in a cursive style.

William N. Ruud, Ph.D

President

wnruud@ship.edu



Student Association President

Dear Fellow Student,

Greetings and welcome (back) to Shippensburg University! To those of you who are just beginning your journey here, rest assured that you've made an excellent choice in pursuing higher education at Ship.

Shippensburg is a wonderful community filled with passionate students like yourself, along with brilliant faculty, supportive staff, and endlessly caring administrators who all work to ensure that your time here is time well spent. We have an impeccable community that we like to call the Ship Family, of which you are now a part.

The college experience is one that should not be taken for granted, as you are well aware of in lieu of budgetary cuts and the stresses of rising costs of tuition. Graduates often reflect by saying that their years at college are the best of their life. I encourage you to make the most of your time here by getting involved. While classes certainly come first, don't underestimate your experiences outside the classroom. Your involvement in student groups, athletics, Greek life, and other outlets across campus will undoubtedly help you grow in new and unexpected ways.

Here are some tips that have helped me succeed so far:

- *Don't be afraid to try new things.* This is a time to explore your capabilities.
- *Challenge yourself on a daily basis.* You may surprise yourself with some hidden talents.
- *When in doubt, go to class.* ...'Nuff said.
- *Be true to yourself.* Carry yourself with integrity, because now is a time where you have boundless possibility and opportunity.
- *Don't work too hard* - be sure to make time for friends and family. After all, your relationships with them will be what you value most after graduation. And of course, don't forget to sleep.
- *Ask questions.* This institution is here to serve you, so find out how it works and don't be afraid to speak up if there are changes that need to be made.

I feel a sense of obligation to explain my role: I am the 50th Student Association President on the SU Student Senate, and I am also here to serve you. The Student Senate allocates a fee-based \$4 million annually across athletics, the 150 student groups we recognize, and more. We are also responsible for the three-phase, \$210 million housing project and a number of other new facilities. Since we have been voted in to be responsible for your money, we constantly look for your input. I urge you to join any of our committees, run to be a Senator, or just stop by the Senate Office (CUB 201) to let us know your thoughts, concerns, and ideas on how to maximize your collegiate experience. My door is always open.

Here's to a fabulous year,

A handwritten signature in cursive script that reads "Ethan J. Goldbach". The signature is written in dark ink on a white background.

Ethan J. Goldbach
Student Association President
senpres@ship.edu

Welcome to the Borough of Shippensburg

Shippensburg is the oldest community in the Cumberland Valley and the second oldest west of the Susquehanna River in Pennsylvania. History records that twelve Scotch-Irish families came to the site of present day Shippensburg in July 1730 and built their cabins. Edward Shippen obtained a patent to the land from the heirs of William Penn; hence the name of Shippensburg.

The town was temporarily the county seat, and the First Court House still stands at King and Queen Streets in Shippensburg. It was also a Post-Town built along the Indian trails, on the old stage route from Philadelphia to Pittsburgh, and was made a post office in 1790. During the French and Indian wars, two forts were built here for protection of settlers from the Indians; Fort Franklin was built in 1740, and Fort Morris was built in 1755. The town was incorporated as a borough in 1819.

Shippensburg was ranked 27th in the second edition of Norman Crampton's book "The 100 Best Small Towns in America." The 100 towns were chosen for their spirit of community, feeling of safety and commitment to children, which make them truly livable for an average American family. Take part in the town's yearly events which include the March to Destiny Civil War Living History event in June, the Shippensburg Fair in July, the Corn Festival in August and Dickens Days in December.

Shippensburg is dedicated to keeping the downtown shopping district vibrant. The downtown and area merchants and businesses offer low prices, good advice, friendly service, and quality merchandise they stand behind. Business hours for the downtown merchants vary. Contact the business directly for their store hours. For more information regarding Shippensburg and its community, visit www.borough.shippensburg.pa.us or www.shippensburg.org.

The News-Chronicle and the Shippensburg Sentinel are the semi-weekly newspapers of Shippensburg. For the latest in news and events in the local community, you can log on to The Sentinel's web page at www.cumberlink.com.

The US Post Office, located on West King Street, is open **Monday-Friday 9:00 a.m. to 5:30 p.m.** and **Saturday 9:00 a.m. to 1:00 p.m.** The lobby is always open.

The Shippensburg Public Library is located at 73 West King Street. University students are welcome to use this library. The hours are as follows: **Monday, Wednesday, Thursday 9:00 a.m. to 9:00 p.m., Tuesday 12:00 p.m. - 9:00 p.m., Friday 9:00 a.m. to 5:00 p.m. and Saturday 10:00 a.m. to 5:00 p.m.** Checkout their website at www.ccpa.net/shippl.

Churches of various faiths are found in Shippensburg. The students of the university are welcome to affiliate themselves with the church of their choice, and attend its service and its Sunday School, and to take an active part in its religious work. There is also a Jewish synagogue in Chambersburg. For more information on local church worship or religious organizations within the university, call the United Campus Ministry Office at extension 1672.

The University

History

Shippensburg University, one of Pennsylvania's 14 publicly-owned institutions of higher education, was founded in 1871 under the Normal School Act of 1857 as the Cumberland Valley State Normal School. The first class graduated in 1874.

For more than half a century after its founding, the institution prepared teachers for the public schools of the Commonwealth. In 1917, the school became state-owned and, in 1926, was authorized to grant undergraduate degrees. It was renamed Shippensburg State Teachers College in 1927.

The Pennsylvania General Assembly modified the name to Shippensburg State College in 1960. As of July 1, 1983 we became Shippensburg University of Pennsylvania.

A program of graduate studies leading to the Master of Education degree was introduced at the university in 1959. Later, the Master of Arts, Master of Science, Master of Public Administration, and Master of Business Administration degrees were added to the graduate program.

Since 1962, the program of undergraduate studies has expanded to include curricula leading to the Bachelor of Arts degree. In 1967, a program was introduced leading to the Bachelor of Science degree in Business Administration. As of 2011, a Bachelor of Science degree program in Computer Engineering is being offered.

Shippensburg University has approximately 375 faculty members and an enrollment of approximately 6,600 undergraduates, and 1,000 graduate students.

Accreditations

The university is accredited by the Middle States Association of Colleges and Schools, the AACSB, International Association for Management Education, the American Chemical Society, the Council on Social Work Education, the Council for the Accreditation of Counseling and Related Educational Programs, the International Association of Counseling Services, the National Council for the Accreditation of Teacher Education and the Accreditation Board for Engineering & Technology (ABET).

Campus and Buildings

OLD MAIN, located in the front center and highest area of the campus, is the oldest building. It was first used in 1871 and has been modernized at various times. Its tower can be seen for miles in any direction day and night. The building was renovated in 1984-85.

THE CONFERENCE CENTER AT SHIPPENSBURG UNIVERSITY AND THE SHIPPENSBURG UNIVERSITY FOUNDATION HEADQUARTERS houses the Conference Center which hosts year-round conferences. The Foundation is the organization empowered to raise and manage funds for the benefit of Shippensburg University, to include annual giving, development, major gifts, student housing and finance and administration.

CEDDIA UNION BUILDING (CUB), occupied in 1971, is the center of the students' non-academic life. In addition to the Raider Dining Room, theater, lounges, information desk, PSECU E-Center and television lounge, students have access to meeting rooms for their activities. A major addition was completed in 2012 and nearly doubled the size of the facility. A smaller addition that will house a new mail services wing will be completed in the Fall of 2012.

DAUPHIN HUMANITIES CENTER, occupied in 1971, is a four-level building containing classrooms, lecture halls, seminar rooms, and faculty and departmental offices. Renovated in 2007-2008, the building houses the departments of English, History, Philosophy, and Human Communications. An addition was constructed onto the building to house the MATHEMATICS AND COMPUTING TECHNOLOGIES CENTER. This facility was opened in mid-1996. The center houses the university's Information and Computing Technologies Center and the academic, administrative and research computing functions for the entire university. It also houses the Department of Mathematics and Computer Science and the College of Arts & Sciences. Instructional laboratories, research rooms, department administrative offices, seminar rooms, and lecture facilities are in this facility.

EZRA LEHMAN MEMORIAL LIBRARY is the physical center of the campus and the intellectual hub. Partially renovated in 2009, the library includes almost half a million books, periodicals, video recordings, government documents, other materials and Starbucks Coffee. We subscribe to 100+ research databases covering all subjects studied at Shippensburg and provide the campus with access to some 35,000+ electronic journals, magazines and newspapers. This puts an incredible array of information sources at our students' fingertips, 24/7. The library is open 100 hours per week for face-to-face service.

FRANKLIN SCIENCE CENTER was completed in 1971 and contains classrooms, lecture rooms, environmental rooms, research laboratories and television instructional facilities for the Biology, Physics, Chemistry and Psychology departments. This building was renovated in 2003-2004. Special facilities include Dibert Planetarium, a greenhouse, an animal care facility and a herbarium.

GILBERT HALL was built in 1912 as an elementary training school and is located southwest of Horton Hall. It houses classrooms, faculty offices and the Multicultural Student Affairs Center.

GRACE B. LUHRS ELEMENTARY SCHOOL opened in January 2002. It houses approximately 125 students in kindergarten through fifth grade. This building is adjacent to Shippen Hall and includes a wing for a preschool and childcare operation involving approximately 50 young children. The facility, which incorporates many current energy saving design features and construction techniques, includes observation rooms for use by university students majoring in education.

HARRY B. ETTER HEALTH CENTER was opened in 1976 and consists of semi-private accommodations for in-patients, facilities for physical therapy, a laboratory, physicians' offices, and treatment and examining rooms.

H. RIC LUHRS PERFORMING ARTS CENTER was completed in the fall of 2005. The heart of the new performing arts center is a 1,500-seat theatre featuring state-of-the-art sound, lighting and communications technology. The house is equipped with a stage large enough to mount a full-scale Broadway production and an orchestra pit. The building also houses the Music and Theatre Department.

HARLEY HALL is an F-shaped residence hall opened in 1964 that houses 240 men and women students.

HEIGES FIELD HOUSE is a center for the university's athletic programs and physical education activities. The arena is also used as a site for convocations and concerts. Features include classrooms, swimming pool, faculty offices, locker rooms, and other physical education and recreation facilities.

HENDERSON GYMNASIUM, built in 1937, includes a gymnasium, locker rooms, recreation rooms, first-aid room, classrooms and exercise room. It is also the home of the Department of Exercise Science.

HORTON HALL, a former residence hall, is joined to Old Main by a bridge on the second level. It is now the home of the Women's Center, the Office of Undeclared Students, Athletic support offices and various grant funded programs including JCJC and JJRT.

HUBER ARTS CENTER includes classrooms, studios, faculty offices and the Kauffman Gallery. Constructed in 1931 and renovated in 2009, the building served as the campus library for 37 years. Huber was completely renovated with a new addition in 2011.

JOHN L. GROVE HALL opened in 1997 and houses the John L. Grove College of Business, the University Media Center, and the Political Science and Sociology/Anthropology departments. This facility includes classrooms and lecture halls, seminar rooms, special purpose laboratory classrooms, classrooms equipped with electronic and computer technology, and faculty offices. It also includes a forum for larger programs.

KENNETH O. REED OPERATIONS CENTER was constructed in 1937, with an addition completed in 1971. The structure houses the Department of the Facilities Management and Planning, which includes staff offices, trade shops, central receiving, garages and storerooms. The University Police Office is in this building and provides 24-hour service, seven days a week.

KIEFFER HALL and LACKHOVE HALL are two Y-shaped residence halls that were opened in 1964. Each houses 220 students. Kieffer and Lackhove are co-ed residence halls.

KRINER DINING HALL, opened in 1958, is on the West side of campus. Kriner was renovated in 2003.

MARTIN HOUSE, the President's residence, is a three-story brick house located on the southwest corner of the campus. The Martin House was last renovated in 1997.

McCUNE HALL, a residence hall, was completed in 1960. It houses 124 men and women students on three floors. It is also a Scholars' Hall. Residents must have a 2.7 cumulative GPA.

McLEAN HALL, the second high-rise residence hall on campus, was opened in 1967. It is a co-ed wing and offers a Healthy Living wing.

MEMORIAL AUDITORIUM was completed in 1951. It has a stage area and seating capacity for 650. An amphitheater room for band, orchestra and concert choir rehearsals, music rooms, drama and speech rooms and a drama workshop are in this building.

MOWREY HALL, a third high-rise residence hall, was opened to 400 men in 1971. It is co-ed by floor, with three floors for women and two floors for men.

NAUGLE HALL, the first high-rise residence hall on campus, was opened to students in 1965. It houses 400 co-ed students.

NEW STUDENT HOUSING is being constructed at this writing. Buildings 1, 2 and 3 will be completed in December 2012 after which Seavers, McCune, Lackhove and Kieffer will be demolished. In August 2014, new Buildings 4, 5 and 6 will be completed after which Harley and Mowrey will be demolished. In August 2015, new Buildings 7, 8 and 9 will be completed, after which McLean and Naugle will be demolished. This construction program provides for 100% replacement of the existing, aged and outdated University residential facilities.

REISINGER HOUSE was acquired in 1974 and is occupied by the Custodial Services Department and the Commonwealth's Department of General Service field team.

REISNER DINING HALL, renovated in 2009 can seat 820 students, includes a faculty and staff dining room and a 600 seat banquet hall.

RICHARD D. RIFE ALUMNI HOUSE was renovated in 1998 and converted from the University President's temporary residence to offices for Alumni Affairs.

ROWLAND HALL was built in 1939 and is occupied by the Communication/Journalism and Modern Languages Departments. Rowland was renovated and modernized in 2006.

SEAVERS APARTMENT COMPLEX was opened in 1976 and consists of suite-style accommodations in four units for a total of 375 students.

SETH GROVE STADIUM was constructed in 1972 and is the site for football and track and field competitions. This has been the site for the Commonwealth's PIAA Track and Field Finals for several years.

SHEARER HALL houses the Geography-Earth Science department and classrooms. Shearer was renovated and modernized in 2006.

SHIPPEN HALL houses the College of Education and Human Services. The classroom building opened in 1963 and contains classrooms, faculty offices, seminar and conference rooms, a lecture hall and study rooms.

STEAM PLANT building near the main entrance to campus on North Prince Street was constructed in 1952 and houses the campus' central heat plant.

STEWART HALL, near Old Main, was built in 1893 and was used for many years as a gymnasium. It was renovated in 1949 into a Student Activity Center with game rooms and a dance floor. In 1973, it was renovated again. It houses some classrooms and related facilities.

STONE RIDGE COMMONS was opened in 2000 and houses 234 residents in traditional apartments.

STUDENT RECREATION CENTER contains four (4) multi-use courts, an indoor track, a fitness center, two (2) racquetball courts, locker rooms, a fitness studio and administrative offices. The Center opened during the 2008-2009 academic year.

THE CORA I. GROVE SPIRITUAL CENTER AND INTERFAITH CHAPEL was built in 2002 and houses the Campus Ministry Program, the Head Start Program and provides meeting space for religious student organizations. The Spiritual Center is available for any type of appropriate activity as outlined in the operational manual (including weddings). This building was constructed and is owned by the SU Foundation for the benefit of SU students. The Student Affairs Division at Shippensburg University is responsible for the day-to-day operations of the Spiritual Center portion of the facility.

WRIGHT HALL was completed in 1960. It houses the Counseling Center, ROTC, and the Academic Success Program.

Shippensburg University

Alma Mater

THEME SONG

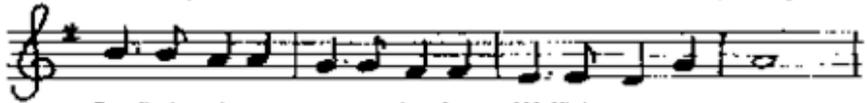
(Alma Mater)



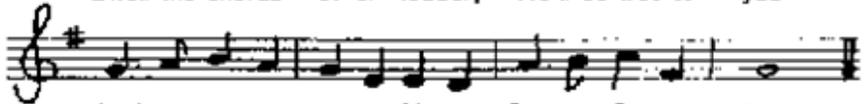
In the dear old Cumberland Valley, 'Neath the glowing sky



Proudly stands our Alma Mater. On a hill top high.



Swell the chorus ev er louder, We'll be true to you



Hail to thee our Alma Mater. Dear old Red and D'ue

*'Mid the waving golden cornfields, Just beyond the town
Stand the ivy-covered buildings, As the sun goes down.*

*When we leave our Alma Mater, We will praise her name
Ever live to raise the standards, Of our glorious fame.*

Harriet Shelley Freeby

1893

Who's Who in Administration

TELEPHONE

Office of the President

William N. Ruud, Ph.D., President	1301
Robin Maun, Executive Assistant	1302
Lori K. Janning, Special Events Coordinator	1301
Joy Arnold, Secretary	1301

Academic Affairs

Barbara G. Lyman, Ph.D., Provost/Senior Vice President	1371
Tracy A. Schoolcraft, Ph.D., Associate Provost and Dean, Graduate Studies	1148
Christina M. Sax, Ph.D., Associate Provost and Dean, Academic Outreach & Innovation	1348
James H. Mike, Ph.D., Dean, College of Arts & Sciences	1151
Susan Rimby, Ph.D., Interim Associate Dean, College of Arts & Sciences	1151
John G. Kooti, Ph.D., Dean, John L. Grove College of Business	1435
Anthony S. Winter, Ed.D, Associate Dean, John L. Grove College of Business	1620
James R. Johnson, Ph.D., Dean, College of Education & Human Services	1373
Nellie M. Cyr, Ph.D., Associate Dean, College of Education & Human Services	1141
Herbert L. Steffy, Ed.D, Director, Field Experience & Partnerships	1487
Sarah Stokely, Ph.D., Dean, Academic Engagement & Student Support.	1395
David I. Henriques, Ph.D., Assistant Dean, Academic Engagement & Student Support	1395
Melodye Wehrung, Ph.D., M.P.A., Executive Director, Social Equity	1161
Cathy J. Sprenger, M.S., Registrar.	1381
Thomas W. Speakman, Ed.D, Dean, Enrollment Management	1231
Mark E. Pilgrim, M.P.A., Director, Institutional Research	1154
Christopher Wonders, Executive Director, Institute of Public Service & Sponsored Programs	1251

External Affairs & University Relations

G. F. "Jody" Harpster, Ph.D., Executive Vice President	1030
Leslie Folmer Clinton, Ed.D., Associate Vice President and Director, H. Ric Luhrs Performing Arts Center	1738
Randal P. Hammond, B.S.B.A., Director, Camps & Conferences	1256
Peter M. Gigliotti, Ed.D, Executive Director, Communications & Marketing	1202
Laura Ludlam, B.A., Director, Publications & Advertising.	1201
Timothy M. Ebersole, M.S., Executive Director, Alumni Affairs & Government Relations	1218
William J. Morgal, B.A., Director, Sports Information	1201

Student Affairs

Roger L. Serr, Ph.D., Vice President	1308
David L. Lovett, Ed.D, Associate Vice President and Dean of Students	1164
Sandy Tarbox, Ph.D., Director, Financial Aid & Scholarships	1131
Johnson C. Coyle, M.D., Director, Health & Emergency Services	1458
Philip W. Henry, Ph.D., Director, Counseling Center	1481
Jeffrey A. Michaels, M.S., Director, Athletics	1711
Galen E. Piper, B.S., Director, Intramurals, Recreation and Coordinator of Club Sports & Facilities	1755
Douglas Nichols, M.S., Director, Career Education.	1484
Patricia Gochenaur, M.S. Interim Director, Career Development	1484
Darrell J. Claiborne, M.Ed., Director, University Union & Student Activities	1560
Darrell L. Miller, M.B.A., President, SUSSI/SA Fiscal Officer	1730

Diane L. Jefferson, M.A., Director, Multicultural Student Affairs	1616
Sarah Krause, B.A., Manager, University Store	1600
Nick Iula, Director, Campus Dining Services	1619
Stephanie Erdice, M.S., Director, Women's Center	1790
Janice M. Bye, Minister, United Campus Ministry	1672
Roxanne M. Dennis, Minister, Catholic Campus Ministry	1244

Administration & Finance

Jan "Denny" Terrell, Ph.D., Vice President	1308
Melinda D. Fawks, B.S., Associate Vice President	1121
David A. Topper, Ed.D, SPHR, Associate Vice President and Director, Human Resources	1124
Lance Bryson, P.E., A.I.C.P., Associate Vice President, Facilities Management & Planning	1451
Jane Thompson, B.A., C.P.A., Director, Accounting	1127
Dawn M. Cutshall, B.S.B.A., Bursar	1211
Cytha Grissom, M.S., Director, Public Safety	1444
David F. Wozniak, M.S., Safety Coordinator	1446

Information Technologies and Services

Rick E. Ruth, Ph.D., Vice President	1835
Dennis H. Mathes, Ed.D., Associate Vice President of Technology & Library Services	1835
Michelle Foreman, MLIS, Ph.D., Associate Dean & Director of Library	1463
Amy B. Diehl, M.B.A, Director, Systems & Applications	1476

Recreation, Intramurals & Athletics

Athletics and Athletic Facilities

Teams

Men's Baseball, Men's & Women's Basketball, Cheerleading, Men's & Women's Cross Country, Women's Field Hockey, Men's Football, Women's Lacrosse, Men's & Women's Soccer, Women's Softball, Men's & Women's Swimming, Women's Tennis, Men's & Women's Track, Women's Volleyball, Men's Wrestling.

Recreation Information

The Recreation Hotline, x1561, and www.ship.edu/recreation are the best sources for information. Facility hours are subject to adjustment for classes, intramurals and special events.

Contact Galen Piper, Coordinator of Facilities, concerning reservation of recreational facilities. Reservation requests must be submitted at www.ship.edu/event_planning.

ShipRec

ShipRec, an approximately 64,000 sq. ft. student recreation center, provides the following amenities to the University Community:

- 7, 600 square foot cardio/strength area including: 39 cardiovascular machines with individual televisions, 15 piece cybex circuit, free weight area with power lift stations, and stretching area.
- 4 multi-purpose courts for volleyball, basketball, and racquet sports.
- 1,800 square foot Group Fitness Studio.
- Elevated running track.
- Racquetball and squash courts.
- Men's and women's locker rooms.
- Day lockers.
- Full-size lockers are available for rental or day-only use.
- Equipment check-out.

Visit www.ship.edu/recreation/membership for information about membership eligibility and guest policies.

Policies for Cardio/Strength Area of ShipRec

- Tank tops/sleeveless shirts, jeans, pants or shorts with rivets or zippers, and belts are not permitted in the Cardio/Strength Area.
- Gym bags, backpacks, and purses are not allowed in workout areas. Bags must be stored in cubbies, day lockers (require a quarter), or in a locker room locker (bring your own lock).
- Individuals are required to wear athletic shoes. No open-toe or non-athletic shoes are permitted in activity and program areas.
- No glass bottles or open containers are permitted. Only plastic bottles and closed containers are allowed.

Heiges Field House

Arena: This 33,000 sq. ft. synthetic playing surface can accommodate 5 full-size basketball/volleyball courts and features a 150 meter running track.

Swimming Pool: 25-yard facility with no diving boards.

The pool is accessible to the following with presentation of proper ID:

- Enrolled students

- Faculty, staff and immediate family including dependents as defined by the Office of Human Resources. All family members, 10 years of age and above, must acquire a RecCard from the ShipRec administrative staff. Children under 10 must be escorted.

Pool Policies

1. All swimmers must enter through locker areas.
2. No horseplay or running on deck.
3. Lifeguard has discretion related to equipment use.
4. No food or beverages permitted.
5. Children under 10 must be supervised by an adult. Adult supervision should be supplied for any child over 10 who is not a competent swimmer.
6. No diving into the pool.

Locker Policy

Rental lockers are available to students, faculty and staff. No personal locks are permitted. Checks payable to SU Locker/Lock Fund. Contact the Athletic Equipment Management Staff at x1288. Lockers are issued in HFH Room 121.

Locker Fee

Full Lockers with Laundry Service - \$60 (September - August)

Half Lockers - no Laundry Service - \$25 (September - May)

Henderson Gymnasium

Arena: A 100' x 70' wooden floored gymnasium with one full-sized basketball or volleyball court capacity.

Outdoor Recreational Facilities

Recreational activities are restricted to the following areas unless specifically authorized by the Coordinator of Facilities. Varsity playing and practice fields in the area of Heiges Field House and Henderson Gymnasium are not designated for recreational use unless specifically authorized.

General Policies for Outdoor Facilities

1. No equipment, apparatus, field marking or maintenance device may be assembled, disassembled or relocated without approval of the Coordinator of Facilities.
2. Pets are not permitted on any playing surface or in any structure.
3. ID must be presented during random checks by University staff.
4. Bicycles should not be ridden on playing surfaces or inside any structure and should be secured only on bike racks.
5. After dusk, playing areas are not to be used unless illuminated.
6. Venue specific rules, in addition to those posted, will be provided to reserving individual or group.

Eckels Field: This grass playing area, located behind the steam plant, is available for recreational play.

Robb Field Tennis Complex: Nine lighted courts are located near Henderson Gym and are shared by athletics and recreation.

Residence Hall Sand Volleyball Courts - Naugle Hall: The Residence Life/Housing Office coordinates use of this facility.

Seth Grove Stadium Track: Lanes 4-8 of this 400-meter all-weather track are available dawn to dusk for recreational use, unless occupied by varsity practice or competition.

Student Recreation Complex: This fully lighted, 12-acre multipurpose recreational facility is located in the area of Seavers Apartments and parking lots C-7, C-10 and L-1. The following are features of this complex:

- SRC Pavilion: A 40' x 50' open-sided structure with lights and integral restroom facilities. Provides picnic table seating for 110 and a charcoal grill.

- Burd Run Pavilion: Located off Lebanon Drive near the Fogelsonger Road exit, this unlighted pavilion accommodates 35 persons with picnic table seating. Horseshoe pits are adjacent to the pavilion and a small charcoal grill is a feature.
- Half-mile Asphalt Path: The only location on campus, outside of the hockey rink, where skating is permitted. Seven perimeter locations have park bench seating.
- Street Hockey Rink: A 130' x 65' roofed structure for year round play.
- Softball Fields (2), Multi-Purpose grass playing surfaces (3), Basketball Courts (2), Sand Volleyball Courts (2).
- Emergency Phones: Located around path perimeter and in both restrooms.

Outdoor Facilities Hours

(This schedule is affected by weather conditions and use patterns)

Individuals using outdoor facilities are subject to random ID checks by University Staff. Call the Rec Hotline, x1561 for the most current outdoor facility lighting schedule.

Student Recreation Complex

Sunday thru Thursday Until 10 p.m.

Friday and Saturday Until 11 p.m.

Tennis Courts Until 10 p.m.

Intramurals

Intramurals

The Intramural Program provides a variety of structured opportunities to undergraduate and graduate student populations. The following programs are planned for both female and male students for this academic year:

Teams: Basketball, Soccer, Softball, Street Hockey, Ultimate Frisbee, Volleyball

Individual: Racquetball, Tennis

For information regarding intramurals, call the Rec Hotline, x1561 or visit www.ship.edu/recreation/intramural_sports.

Club Sports

Boxing, Brazilian Jiu Jitsu, Cycling, Fishing, Handball, In Motion Dance Troupe, Men's Lacrosse, Men's Ice Hockey, Men's Roller Hockey, Men's & Women's Rugby, Men's Soccer, Men's Tennis, Men's & Women's Ultimate Frisbee, Men's Volleyball, Quidditch and Tae Kwon Do.

For more information regarding club sports, [visit www.ship.edu/recreation/club_sports\(2\)](http://www.ship.edu/recreation/club_sports(2)).

Student Services

Career Development Center

The CDC assists students and alumni in developing, evaluating and effectively implementing their career and professional plans through program initiatives; faculty collaborations; and outreach to employers, alumni and graduate/professional schools. We encourage students to explore career options and take advantage of services throughout their college career. Our focus is on students and their career aspirations. Stop by the CDC, CUB Room 108, or check us out on the web, for additional information, at www.ship.edu/career.

Career Education

The Career Education Staff provides instruction and counseling to primarily first year students to inform individuals about available career resources, and to involve them in career planning. In addition to personal contact, computer technology is used for self-assessment, exploring options and formulating goals. Staff members collaborate with other faculty and other professionals in classes and other settings to accomplish the above. The Career Education office can be found in CUB Room 112.

Counseling Services

Counseling Center

The University Counseling Center (UCC) offers free, confidential counseling and psychological services for a wide range of issues, from personal growth and development to mental health concerns. Services include individual, couples and group counseling, crisis intervention and psychiatric services for undergraduate and graduate students; as well as prevention and consultation services for the entire university community.

Some of students' more common concerns include the following: depression; anxiety; self-critical feelings; academic concerns, including procrastination and time management; sleeping problems; uncertainty about future/life after college; finances; relationships with family, friends, roommates or romantic partners; problems with body image, eating or weight; sexual concerns; and alcohol and other drug abuse.

The UCC is accredited by the International Association of Counseling Services, Inc. UCC records are confidential and do not become a part of students' academic records. Only with a client's written permission will information be released to anyone outside of the UCC, except as required by law. The UCC is located on the first floor of Wright Hall, and is open Monday through Friday, 8:30 a.m. to 5:00 p.m. when classes are in session. Call 477-1481 or visit www.ship.edu/~counctr for more information.

Dining Services

On our Dining Service website, www.dineoncampus.com/ship you can quickly look at the daily menu, find operating hours/locations, submit your favorite recipe and manage your dining service meal plan account. There is an online comment card to capture and route any feedback, as well as weekly polls, and students can find wellness resources also.

(All hours subject to change)

The Galley (located in CUB)

Monday-Friday	7:30 a.m. - 8:00 p.m.
Saturday	11:00 a.m. - 8:00 p.m.
Sunday	12:00 p.m. - 8:00 p.m.

Freshens

Monday-Thursday	11:00 a.m. - 8:00 p.m.
Friday	11:00 a.m. - 6:00 p.m.
Saturday	12:00 p.m. - 6:00 p.m.
Sunday	CLOSED

Big Red’s Snack Shack (C-store)

Monday - Thursday 8:00 a.m. - 12:30 a.m.
Friday 8:00 a.m. - 1:00 a.m.
Saturday & Sunday 9:00 a.m. - 1:00 a.m.

Kriner Dining Hall

Monday - Thursday
Lunch 10:30 a.m. - 2:00 p.m.
Dinner 4:00 p.m. - 7:00 p.m.
Friday- Sunday CLOSED

Reisner Dining Hall

Monday - Friday
Breakfast 7:00 a.m. - 10:30 a.m.
Lunch 10:30 a.m. - 3:30 p.m.
Dinner 3:30 p.m. - 7:00 p.m.
Saturday & Sunday
Brunch 10:00 a.m. - 2:00 p.m.
Dinner 4:30 p.m. - 7:00 p.m.

Century Cafe (Located in Old Main)

Monday - Friday 7:30 a.m. - 4:00 p.m.
Saturday & Sunday CLOSED

Papa John’s & Sub Generation (Located in Kriner Hall)

Monday - Thursday 10:30 a.m. - 7:00 p.m.
Friday 10:30 a.m. - 2:00 p.m.
Saturday & Sunday CLOSED

Starbucks (Located in Ezra Lehman Library)

Monday - Thursday 7:30 a.m. - 12:00 a.m.
Friday 7:30 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 4:00 p.m.
Sunday 12:00 p.m. - 11:00 p.m.

Drug and Alcohol Education Program

The Connection Program, a campus student assistance program, was developed at Shippensburg University in coordination with the Cumberland-Perry Drug and Alcohol Commission to address the University community's alcohol and drug related concerns. The Connection Program is an education and intervention program designed to assist students in dealing with their personal concerns related to alcohol and drug use. The Connection Program works toward developing more responsible attitudes and behavior patterns associated with the use of alcohol and/or drugs, and to provide positive means of support and alternatives for the Shippensburg University campus community.

The Connection Program includes individual and group education sessions for University students and staff held during the academic year. These programs are scheduled and conducted by a trained staff member in cooperation with the Dean of Students Office. The group meetings focus on testing the accuracy of drug and alcohol information; examining each person's own use of alcohol and other drugs; seeking ways of handling drug or alcohol related concerns; discussing issues related to children of alcoholics; and recognizing and helping someone close who has a drug or alcohol problem.

A student involved in the Connection Program may be referred to one or more of the following: a two-part meeting with a trained Connection staff member; attendance in the education series alcohol and other drug classes; enrollment in a closed, psychoeducational peer group that meets once a week for five weeks; an assessment with an alcohol/drug professional; personal counseling; and outpatient/inpatient treatment.

Referrals to the Connection Program may be made through faculty, administrators, residence hall

staff and students. Students involved in violations of the University's alcohol and drug policy and related behavior problems may be referred to the Connection Program. The Dean of Students Office may require attendance and participation in this program as a sanction for students referred through the disciplinary process.

Individuals who are members of the University community may contact the Connection Program at 477-1164 for information and assistance. Involvement in the Connection Program is confidential.

Health Services

University Health Services are in operation from 7:30 a.m. - 11:30 p.m. seven days a week while the University is in session. A staff of Registered Nurses is on duty during these hours for walk-in students. Appointments with the physician or physician assistant can be made for the hours of 9:00 a.m. - 5:00 p.m. Monday through Thursday and 10:00 a.m. - 2:00 p.m. Friday. The Harry B. Etter Health Center is located on the east side of campus facing the Seavers Apartment complex. For more information regarding Health Services, visit their website at www.ship.edu/health_center.

Ezra Lehman Memorial Library & Grace B. Luhrs University Elementary School Media Center

The Ezra Lehman Library is the intellectual hub and the physical center of the Shippensburg University campus. The Lehman Library offers a full array of services and collections accessible on site and via its website at library.ship.edu. Recently renovated and refurbished facilities provide individual and group study space, desktop and laptop computers for student use, a computer lab, printing and scanning stations, and well-equipped meeting rooms. The Library Gallery provides students, faculty and staff exhibition space to share art, photography or the results of their scholarly, professional or leisure endeavors. Starbucks and the Compass Room, which are located off the Library's main lobby, offer gourmet coffee and light fare in comfortable surroundings.

Collections

Library collections, including full-text online journals, e-reference, hard copy and electronic books, SU Archives and Special Collections, multimedia resources and government documents are available on-site or via the library's web page. Electronic content can be accessed off campus by providing an active library ID number or e-mail address/password.

Interlibrary Loan

The Lehman Library participates in cooperative arrangements with other colleges and universities, providing students with access to tens of millions of books not held in our collection. Requests are filled within a few days and are free of charge. Articles from journals that the library does not subscribe to are also available, free of charge, through interlibrary loan and are delivered to requestors via their University e-mail accounts.

Document Delivery

Students who are unable to come to the library to access the bound journal or microfilm collections may submit requests, via the Library's interlibrary loan interface, asking that articles be scanned and e-mailed to their University e-mail accounts.

Reference and Research

Our slogan is "Ask Us Anything" and we make every effort to answer questions, provide guidance for in-depth research, and train students in the development of critical thinking and information literacy skills that will serve them in their scholarly, professional and personal endeavors. Library faculty are available to assist students face-to-face at the Reference Desk or via chat, e-mail or phone (text or

voice). Students may also schedule a library consultation with a librarian for in-depth assistance with an assignment or research project.

Hours

Lehman Library

7:30 am - 12:00 midnight, Monday - Thursday

7:30 am - 6:00 pm, Friday

9:00 am - 5:00 pm, Saturday

12:00 noon - 12:00 midnight, Sunday

Luhrs Library

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

7:30 am - 4:00 pm, Friday

The Learning Center

The Learning Center, located on the main floor of Lehman Library, offers a wide array of programs and services for all members of the campus community. The Learning Center provides:

- Free tutoring provided by CRLA trained undergraduate and graduate students in most general education courses and many upper level courses.
- Small group tutoring in most general education courses and many upper level courses.
- Writing tutoring to help students with all stages of the composing process.
- Synchronous online writing tutoring for graduate students.
- Thirty-minute grammar workshops to help students gain proficiency with troublesome grammar rules.
- A wide variety of web resources for writing and study skills topics.
- Opportunities for students to meet individually with professional learning specialists.
- The Academic Improvement Plan that helps students develop skills and strategies to raise their cumulative GPA.
- A menu of study skill resources is available on the Learning Center's website.

Students may also make an appointment to complete a study skills assessment or work with a graduate assistant on a specific study skill. Professional learning specialists work with students who have more significant learning difficulties and students with disabilities who need academic support.

To learn more about Learning Center programs and services, please stop by the center, call 477-1420, or visit the website www.ship.edu/learning.

Multicultural Student Affairs Office

Any information regarding Multicultural Student Affairs can be found on their website at www.ship.edu/msa.

Recycling

All Shippensburg University students, administration, faculty, visitors and contracted service providers are asked to properly manage municipal waste through an established waste reduction and recycling program. Through this program, the University will strive to meet or exceed Pennsylvania's waste reduction and recycling goals and maximize conservation of natural resources. Further, the waste reduction and recycling program will strive to reduce overall waste management costs.

Procedures for Recycling

The following materials should be separated and removed from trash for the purpose of recycling:

- Glass containers
- Aluminum Cans
- Steel Containers
- Plastic Bottles
- Mixed Paper, including office paper, envelopes, folders, computer paper, colored paper, junk mail, and magazines.
- Corrugated cardboard
- Newspapers should be placed in the provided green receptacles

Preparation of Recyclable Materials

Materials should be prepared for recycling in the following manner:

- Commingled Materials - aluminum, steel, glass and plastic containers should be collected in appropriate recycling bins. Containers should be emptied, kept dry. It does not need to be bundled and bagged.
- Paper, Magazines, etc. should be placed in appropriate recycling bin
- Corrugated cardboard should be flattened and taken to the trash collection site at each building.

Recycle bins are located throughout all levels of buildings in order to provide easy and convenient access. Questions about recycling on campus should be directed to Custodial Services Manager, Physical Plant, ext. 1453.

Students with Disabilities

The Information Brochure for Section 504 of the 1973 Rehabilitation Act and Americans with Disabilities Act (ADA) is available at the Offices of Admissions, Registrar, and Dean of Students. This accessibility brochure is also available in the campus Library and from the 504/ADA Coordinator, extension 1161.

University Mail Services

Beginning Fall 2012 all residential student mail will be handled by The UPS Store which will be centrally located in the new addition of the Ceddia Union Building. Each residential student will be assigned a mail box with key in which all posted mail will be placed. The operating hours of the new student mail center will be 10 AM - 7 PM Monday - Friday and 10 AM to 2 PM on Saturday. Accountable mail, which includes express, certified, registered or insured mail or parcels, or any packages sent through courier services such as UPS, FEDEX or DHL must be picked up during these hours. You will be required to show your student ID and sign for these packages. Mail that fits into the box may be picked up during operating hours or after hours by using your residence hall key card to access the mail center. After hours access will be Monday thru Sunday until 11 pm. To let resident students know if they have mail or parcels to pick-up The UPS Store will be sending emails to your student email address. Packages not retrieved within 30 days will be returned to the sender.

A variety of products and services will be available at the new student mail center including the ability to send outgoing packages through UPS and letters and parcels through the United States Postal Service (USPS), the purchase of postage stamps, notary services, color/ black and white copy services, document binding services, incoming/outgoing fax services, passport photos, scanning of documents, and much more.

Students are no longer required to take larger or heavier letters and parcels directly to the post office. Additionally, students can send certified mail, return receipt, and delivery confirmation from the new mail center.

To ensure quick and accurate delivery of your incoming mail and parcels, please use the following mail addresses:

Residential Student Mail Address

Use the following address for all incoming letters and packages:

STUDENT NAME

408 LANCASTER DRIVE, STE XXXX (# TO BE ASSIGNED BY THE UNIVERSITY)

SHIPPENSBURG, PA 17257

Students who do not live on campus should not include Shippensburg University in any portion of their mailing address. Stone Ridge Commons is not an on campus mail address and requires the proper postage and proper addressing format.

Mail and parcels will not be forwarded during short breaks or between Fall and Spring terms. 1st class mail can be forwarded following the Spring term by completing an address change/forwarding address card available at the Student Mail Center. The sender of magazines, newspapers and other 3rd class mail must be contacted directly to change the delivery address.

University Police

University police conduct foot, bicycle, and vehicular patrols of the campus and residence hall areas 24 hours a day. The University Police enforce all regulations and laws -- both of the University and the Commonwealth. They also work cooperatively with the Shippensburg Borough Police Department and the Pennsylvania State Police to record incidents that may occur off campus.

Skateboards/Skates

Skateboards, roller skates, in-line skates, etc. are not permitted for use on the University campus except in specially designated areas. The normally heavy concentration of vehicular traffic on the roadways and pedestrian traffic on the sidewalks does not provide a conducive atmosphere for the safe use of these items. Official warnings will be issued to violators on the first offense. Repeated violations of the regulations will result in confiscation of the prohibited items or further disciplinary action by the University. For more information regarding the University Police, visit their website at www.ship.edu/policy. For campus assistance or emergencies dial **477-1444**.

Shippensburg University Store

The University Store is dedicated to providing students with course materials, supplies and Shippensburg regalia, as well as excellent customer service. Below are policies implemented by the bookstore and approved by SUSSI in order to help us serve you better.

Normal store hours are Monday through Thursday 8am-6pm, Friday 8am-5pm, and Saturday 10am-3pm. Hours may be extended or restricted due to special events or holidays, and will be posted on our phone menu, online and in store. Our hours for Fall, Winter, Spring and Summer breaks are Monday through Friday 8am-4pm.

The University Store cannot accept blank checks signed by a third party who is not present. The account holder must be present with a valid ID at the time of purchase.

In order to comply with credit card company policies, as well as to protect your information, the University Store cannot accept credit card numbers over the phone, nor keep them on file. If a parent wishes to use his/her credit card to purchase the student's book, they may visit our website at www.ship.bkstr.com and place an order for in-store pickup or shipping. Be sure to include the student's name in the comments of the order, so we know who will be picking it up.

Textbooks may be returned for a full refund through the first full week of classes.

IMPORTANT: Be sure to keep your receipts. The book must be presented in its original condition along with the receipt of purchase, in order to process a return.

Rented textbooks must be checked in by the last day of finals. Failure to do so will result in non-return fees charged to the credit card used as collateral, provided by the renter at the time of purchase, or by validating their account at www.rental.bkstr.com. Please refer to your copy of the rental agreement printed with your receipt at the time of purchase.

The University Store buys back books every day. Feel free to bring in old textbooks at any time during store hours. Prices are determined by base value of the book set by textbook wholesalers, as well as the quantity needed by the store.

For any questions or concerns, please contact the Store Manager at 1240mgr@fhcg.follett.com, or call customer service at 717.477.1600.

We look forward to helping you with all your bookstore needs!

Women's Center

The Women's Center at Shippensburg University seeks to promote equity by addressing issues of stereotyping, self-defense, women's health, domestic violence, and sexual assault. The Women's Center serves the campus community by hosting programs, conferences, workshops and other events that bring attention to feminist issues. We work as advocates for students, faculty and staff that have been affected by sexual harassment, dating violence and sexual assault. The Women's Center's conference room, lounge and library are valuable resources to members of the campus community. All women and men are welcome to use the Women's Center's services and resources. The Center operates under the Dean of Students Office and is a part of the Department of Student Affairs. We are located on the first floor of Horton Hall. Our office hours are Monday thru Friday from 8:00 a.m. to 4:30 p.m. You can contact the Women's Center at 717.477.1790, wmscentr@ship.edu or www.ship.edu/womens_center.

REACT (Rape Educators and Contacts)

REACT is a peer education group specializing in issues related to sexual assault and relationship violence. The mission of REACT is to raise awareness, facilitate programs and serve as peer resources for student who have been victimized. REACT members educate the student body and campus community about sexual violence, relationship abuse, gender communication and other important issues that affect the campus community.

Feminist Majority Leadership Alliance

Feminist Majority Leadership Alliance is a national organization affiliated with the Feminist Majority Foundation's (FMF) Choices Campus Program. FMLA and affiliates work on a range of feminist and equality issues. FMLA's mission is to create awareness through educational programs that promote social equality, advancement for women, economical equality, and development of knowledge on a range of issues such as sexual violence, safe contraception, supporting and understanding other orientations and empowering people of all walks of life. Feminism, FMLA believes, is the policy, practice and advocacy of political, economical, and social equality for everyone.

Shippensburg University Office of Fraternity & Sorority Life Guidelines for Joining a Fraternity or Sorority

(For the most up-to-date version, visit the Greek Life website at www.ship.edu/greeks)

I. Qualifications

- No student may join before having completed one academic semester and 12 credits at Shippensburg University, except transfer students having earned a minimum of twelve transfer credits. No organization may extend a bid to a student who does not meet the eligibility criteria.
- A minimum GPA of 2.3 (cumulative) is required for any student being recruited by a fraternity or sorority.
- Before extending a bid to a potential member, organizations MUST submit an eligibility check at least 24 hours in advance of the planned time for distributing invitations to join. No invitations to join may be distributed until the Director of Fraternity & Sorority Life has given approval. Individuals who receive bids without a grade clearance are not recognized as members of the Greek community until a grade clearance is issued.

II. Semester of Affiliation

- All organizations and individual members are required to follow the guidelines set forth in this policy as well as the Shippensburg University Office of Fraternity & Sorority Life Anti-Hazing Policy.
- New Member activities should not interfere with academics in any way. New Members must be given sufficient time for class attendance, study, personal hygiene, meals and participation in other co-curricular activities and employment. Questions about sufficient time should be directed to the Director of Fraternity & Sorority Life or an organization's advisor of their Inter/National Headquarters.
- New Members will not be caused undue fatigue and will be given sufficient time for sleep and rest.
- New Member activities will not be scheduled between 11 p.m. and 8 a.m. any day of the week.
- All New Member activities and projects must be scheduled with appropriate time for completion.
- All proposed New Member activities must be submitted to the Office of Fraternity & Sorority Life at the beginning of the semester or as requested by the Director of Fraternity & Sorority Life.
- All chapter members must read, understand and sign the Anti-Hazing Policy/Anti-Hazing Agreement where it will be kept on file until the individual member graduates. Organization members ARE NOT considered recognized members of the Greek community until this is done.

- All New Members are responsible for attending mandatory programs each semester on hazing and affiliation sponsored by the Office of Fraternity & Sorority Life.
- The New Member period is a maximum of six weeks. Exceptions to this must be approved in writing by the Director of Fraternity & Sorority Life.
- At least one day, from Sunday through Thursday, must be left free of any mandatory New Member activities with the exception of chapter meetings or Inter/Nationally prescribed or locally approved ritual ceremonies/events.
- All association related activities should be in accordance with the University Anti-Hazing Policy which can be found in the Shippensburg University Student handbook, Swataney, and on the Office of Fraternity & Sorority Life website, www.ship.edu/greeks.

III. Judicial Sanctioning Guidelines for Violations of Guidelines

The Office of Fraternity & Sorority Life attempts to consistently apply judicial sanctions. As such, there are established guidelines that guide the decisions of the judicial officers and judicial boards in the area of fraternity/sorority violations of the association policy. These guidelines apply to individuals as well as the groups and group's officers. These guidelines assume no prior judicial violations, thus the suggested sanctions are listed at the minimum level. Sanctions are subject to modification by the judicial board or judicial officer when multiple violations or other extenuating circumstances warrant it. The guidelines are:

A. Extending a Bid to an Ineligible Student or Students:

- 1.) 1st Offense
 - University Probation for a term of one year for the ineligible students and the chapter as well as selected chapter officers (may include, but is not limited to, Chapter President, New Member Educator, Risk Management Chair)
 - Chapter Advisor and Inter/National Headquarters Contacted
- 2.) 2nd Offense within two years
 - University probation for a term of up to two years for the chapter as well as selected chapter officers (may include, but is not limited to, Chapter President, New Member Educator, Risk Management Chair)
 - Loss of Greek Week or Homecoming privileges - relevant to semester
 - Chapter Advisor and Inter/National Headquarters Contacted
- 3.) 3rd Offense within two years
 - University Suspension of chapter officers for a minimum of one academic semester (may include, but is not limited to, Chapter President, New Member Educator, Risk Management Chair)
 - Chapter loses campus recognition for a minimum of one academic semester
 - Recommendation to Inter/National Headquarters that chapter closes indefinitely

Shippensburg University Office of Fraternity & Sorority Life Expansion & Recognition Policy

*(For the most up-to-date version, visit the Greek Life
website at www.ship.edu/greeks)*

Relationship Statement

Shippensburg University recognizes that Greek social organizations are an integral part of the university community, and that they can make a positive contribution to the co-curricular environment of the campus and to individual students' growth and development.

It is further recognized that a special relationship exists between the University and the fraternities and sororities, and there is a need to define this relationship clearly, so both parties understand the rights and responsibilities of University recognized fraternities and sororities.

Recognition Policy

Recognition as a social fraternity or sorority is granted by Shippensburg University in conjunction with the Office of Fraternity & Sorority Life. University recognition is a privilege and thus involves certain rights and responsibilities.

Rights of Recognition

- To utilize the University name along with the organization's name
- The privilege of self-governing internal organization affairs
- To use University facilities
- To participate in new member recruitment and intake programs and processes
- To participate as an organization in University activities including, but not limited to, intramurals, Homecoming, Greek Week
- To receive assistance and support from University personnel and access to University resources

In order for a fraternity or sorority to exist or operate at Shippensburg University the organization must be endorsed, recognized and chartered. Recognition is divided into three categories: Full, Provisional, and Probational. In addition, there are two categories in which a group can lose the privileges of recognition. Recognition can be Suspended or Withdrawn.

Types of recognition

- 1.) FULL RECOGNITION grants a fraternity or sorority in good standing all rights, privileges, obligations, and appropriate use of Shippensburg University Resources as listed above.
- 2.) PROVISIONAL RECOGNITION is granted to Interest Groups and Colonies and provides University recognition as groups work to fulfill Expansion & Recognition Policy requirements. During this period the Interest Group or Colony has rights, privileges and responsibilities as outlined in the Expansion & Recognition Policy under Criteria for Continued Recognition and Expansion Guidelines.
- 3.) PROBATIONAL RECOGNITION may be applied to organizations that have previously been granted Full Recognition or Provisional Recognition or groups who wish to re-establish a previously chartered chapter. Probational Recognition may entail temporary withdrawal of certain University

services and benefits. In addition, Shippensburg University may apply specific sanctions against a chapter for a specified period of time.

These sanctions involve the imposition of a schedule of corrective action or a judicial sanction. In the event that further infractions occur, or if the corrective actions or sanction(s) are not met, University recognition may be suspended or withdrawn.

Criteria for Continued Recognition

Each organization must maintain and pursue goals that are in support of the mission of Shippensburg University and the Inter/National Headquarters, and are consistent with policies established by the Shippensburg University Office of Fraternity & Sorority Life. These goals must be reflected in the following documents which must be submitted to the Office of Fraternity & Sorority Life as part of the information necessary for continued recognition.

Documentation includes:

- Organization information sheet which should include full and accurate names, phone numbers, e-mail, addresses, and membership status for ALL members
- Officer roster
- Advisor contact information
- Semester calendar of Chapter/Colony/Interest Group activities
- Updated chapter Constitution, Bylaws, Recruitment/Intake dates and programs, New Member/Associate Programs and other documents where applicable or upon request

To be eligible for Continued Recognition, a chapter must provide the following information to the Office of Fraternity & Sorority Life by the second Friday of each semester, or as indicated on the Office of Fraternity & Sorority Life calendar. Failure to provide this information will result in a review of the organizations status with the University and may result in judicial action.

- Signed copies of the *Shippensburg University Office of Fraternity & Sorority Life Anti-Hazing Agreement* must be on file in the Office of Fraternity & Sorority Life for ALL chapter members and new members.
- Signed copies of the *Shippensburg University Office of Fraternity & Sorority Life Eligibility/Grade Release Information Card* must be on file in the Office of Fraternity & Sorority Life for ALL chapter members and new members.

Additional Responsibilities Include:

- Comply with all National, State, Local, University and Inter/National Headquarters standards

Loss of Recognition

- 1.) **SUSPENSION OF RECOGNITION** is loss of University recognition for a prescribed period of time during which certain activities and privileges may be suspended. Suspension of Recognition will involve the imposition of a schedule of corrective action or a judicial sanction. Should recognition be restored, the chapters will be granted Probational Recognition for one year prior to the reinstatement of Full Recognition.
- 2.) **WITHDRAWAL OF RECOGNITION** revokes the recognition granted by Shippensburg University and requires the chapter to immediately cease all operations. Upon Withdrawal of Recognition the chapter shall be ineligible to apply for University recognition for a period of time based on a determination by the Office of Fraternity & Sorority Life and the Inter/National Headquarters.

After the specified period of time has elapsed, the organization must meet the requirements for starting a new fraternity or sorority as specified in the Expansion & Recognition Policy. If a previously dismissed local fraternity or sorority applies for recognition, they will not be permitted to return to Shippensburg University as a recognized organization.

Expansion Guidelines

Individuals wishing to form a new fraternity or sorority must follow the guidelines established by the Office of Fraternity & Sorority Life. In order to be considered for recognition by Shippensburg University, a new fraternity or sorority must meet the following requirements:

- Be affiliated with an Inter/National fraternity or sorority
- Maintain appropriate group liability insurance as determined by Shippensburg University
- Adhere to risk management policies as established by Shippensburg University and the Inter/National Headquarters.
- Have members that are eligible to join a fraternity or sorority as defined by Shippensburg University
- Organizations must also refer to appropriate governing council documents for additional requirements or restrictions

Expansion Procedure

Before an organization may colonize and receive official recognition as a member of the fraternity and sorority community it must meet the guidelines set forth by the Office of Fraternity & Sorority Life. Groups wishing to start a fraternity or sorority must proceed through three phases of expansion: interest group, colony and chapter.

Phase One: Interest Group

- 1.) Individuals interested in starting a fraternity or sorority must contact the Office of Fraternity & Sorority Life in writing. In order to be considered for approval as an interest group all group members must meet Shippensburg University eligibility requirements (2.0 QPA and 12 completed credits or eligible transfers).
- 2.) No more than two Interest Groups will be permitted at one time under any governing council (Inter-Fraternity Council, Multi-Cultural Greek Council, Pan-Hellenic Council and Women's Panhellenic Council).
- 3.) The Interest Group is eligible to host informational meetings on campus in order to determine interest in the proposed organization, not to exceed four consecutive semesters.
- 4.) If the Interest Group has not colonized within a year, the group must resubmit a request to the appropriate governance council. Requests for additional time may only be submitted once.
- 5.) Upon meeting the requirements of Shippensburg University, the Office of Fraternity & Sorority Life, the appropriate governing council (where applicable) and specific Inter/National Headquarters, Interest Groups may proceed to the second phase of expansion.

Phase Two: Colonization

- 1.) After achieving Colony status groups will be given two years to become a chartered chapter. Extensions to this timeline may only be granted by Shippensburg University via the Office of Fraternity & Sorority Life.
- 2.) Colonies are granted all rights and responsibilities as outlined in this document
- 3.) While a Colony, a group must remain in good standing with the Office of Fraternity & Sorority Life, their appropriate governing council and Inter/ National Headquarters.
- 4.) Colonies must acquire and maintain a colony advisor approved by the Office of Fraternity & Sorority Life.
- 5.) Upon meeting the requirements of Shippensburg University, the Office of Fraternity & Sorority Life, the appropriate governing council and specific Inter/National Headquarters, Colonies may proceed to the third phase of expansion.
- 6.) Failure to comply with any of the above stated stipulations may result in the revocation of recognition. Colonies whose recognition is revoked must cease all operations and are ineligible to reapply for a period of time determined by the Office of Fraternity & Sorority Life and the Inter/ National Headquarters.

Phase Three: Chartering

- 1.) Prior to formal chartering, representatives from the Colony in conjunction with representatives from the (Inter) National Office will make a formal presentation to a board comprised of at least seven of the following individuals:
 - Director of Fraternity & Sorority Life
 - Graduate Assistant for Fraternity & Sorority Life
 - Dean of Students
 - University Police
 - Associate Dean, Judicial Affairs
 - Chapter advisor
 - President, or representative from, Multi-Cultural Greek Council
 - President, or representative from, Inter-Fraternity Council
 - President, or representative from, Pan-Hellenic Council
 - President, or representative from, Women's Panhellenic Council
 - Faculty/staff member

The presentation must be both written and oral and should encompass the Colony's efforts and progress from the formation of the Interest Group.

- 2.) A formal chartering ceremony/schedule of events will be scheduled by the Office of Fraternity & Sorority Life in conjunction with the Colony and the Inter/National Headquarters.

Violations of the Social Events Policy will be adjudicated by the process outlined in Swataney, the Shippensburg University Student Handbook. Organizations found to be in violation may also face additional sanctions from their governing council and/or Inter/National Headquarters.

Shippensburg University Office of Fraternity & Sorority Life Social Events Policy

*(For the most up-to-date version, visit the Greek Life
website at www.ship.edu/greeks)*

The Shippensburg University Office of Fraternity & Sorority Life Social Events Policy is intended to maintain the integrity and protect the rights of the fraternities and sororities of Shippensburg University, while also upholding the laws of the Commonwealth of Pennsylvania. Under this policy, the fraternities and sororities of Shippensburg University will operate in a manner that is consistent with all University and Inter/National Headquarters policies in addition to all state and federal laws concerning the serving and consumption of alcohol.

A "social event" shall refer to any event sponsored, hosted or co-sponsored/co-hosted by a University recognized fraternity or sorority involving the presence of alcohol.

Registration of Social Events:

- All social events must be registered with the Director of Fraternity & Sorority Life no later than 48 hours before the event. Organizations should also refer to Inter/National Headquarters policies for more specific guidelines.
- When registering social events the date, time and location of the event must be included as well as the name and contact information of the individual registering the event
- Organizations hosting events must be willing to provide additional information about the event if asked to do so by the Director of Fraternity & Sorority Life
- Open parties are prohibited
- Any disruptive incidents at the event must be reported to the Office of Fraternity & Sorority Life via e-mail or phone within 12 hours of the incident

Use of Alcohol or Illegal Drugs:

- The possession, use or consumption of alcohol while on chapter premises, during chapter activities, or during any event sponsored or by fraternity or sorority members must be done in compliance with all federal, state and local laws and regulations, as well as Shippensburg University and Inter/National organization rules and laws.
- The possession, sale or use of any illegal drugs or controlled substances at any fraternity or sorority house or sponsored event is prohibited.

Violations of the Social Events Policy will be adjudicated by the process outlined in Swatanev, the Shippensburg University Student Handbook. Organizations found to be in violation may also face additional sanctions from their governing council and/or Inter/National Headquarters.

S *Shippensburg* **S** *University*
Student Senate
LET US KNOW

2012-2013 Student Association Officers



l-r: Isabel Scott, Treasurer; Ethan Goldbach, President; Jean Martinez, Vice President; Emilie Troupe, Secretary

What is the Student Association?

The Student Association's purpose is to form a more representative, unifying, responsible student government; to develop and encourage positive relations between the students, the faculty, and the administration; to promote favorable relationships between the University and the community; to maintain a high quality of student life which ensures every student's rights and privileges; and to appropriate Student Association funds to student groups in the best interest of all students. For more information concerning the Student Association structure, Constitution and By-Laws, please visit the website at ssi.ship.edu/senate or stop by their office located in CUB Room 201.

Student Activity Fee

The Student Activity fee is a fee that is used to fund the numerous extracurricular student activities on campus, including men's and women's intercollegiate athletics, intramural athletics, club sports, classes and councils, performing arts, student media groups, and the Activities Program Board (APB).

Student Groups

For a complete listing of Student Groups, contact the Student Senate Office at 477-1651, visit their office in CUB 201 or visit website <http://clubs.ship.edu>.

***STUDENT
ASSOCIATION
GUIDELINES***

FOR

***Student
Groups***

Student Groups & Activities Committee Guidelines

I. Purposes

- A. The purposes of the Student Groups & Activities Committee (SGAC) will be:
1. To register and/or recognize undergraduate student groups (clubs or organizations) on the Shippensburg University campus except social fraternities & sororities, and intercollegiate athletic teams, and to establish policies concerning the formation and operation of clubs and organizations. Sports clubs will be chartered upon approval of the Athletic Committee.
 2. To establish policies and to regulate solicitation and/or fundraising activities.
 3. To assist student groups with their functions and activities when requested.
 4. To keep records of existing student groups and to inform them of any revisions that must be made to update their respective constitutions.

II. Meetings of the SGAC

- A. The Vice-President of the Senate of the Student Association shall serve as Chairperson of SGAC
- B. Meetings will be held at least once a week, unless a meeting for the particular week is felt unnecessary by the chairperson(s) or by two-thirds of the committee.
- C. Minutes of the meetings will be posted outside the Senate Office (CUB 201).
- D. The official medium of communication between the Student Senate and those enrolled or employed in Shippensburg University will be via SU email.
- E. The advisor for SGAC shall be the Assistant Director for Student Group Services and Leadership Development.

III. Ratification and Amendment

- A. These Standing Rules will be ratified and amended upon approval by a 2/3 vote of the SGAC and the Senate of the Student Association.

IV. Campus Registered and Student Senate Recognized Groups

- A. Campus Registered Groups are those that currently function on the Shippensburg University campus. These groups include, but are not limited to, academic co-curricular groups, academic and social fraternal associations and Student Senate Recognized Groups. These groups must be willing to subscribe to Section VII and would therefore benefit from the privileges listed in Section IX.
- B. Student Senate Recognized Groups are those that currently function on the Shippensburg University campus and do not restrict membership (see Section VIII). As such, they are eligible to receive the benefits listed in Section X.

V. Policy For The Formation and Operation of a Club

A club is an association of persons for the purpose or the promotion of some common interest whose general activities are internally directed. All clubs, except social fraternities & sororities, and intercollegiate athletic teams, pertaining to student life of the University will be chartered by the Senate of the Student Association of Shippensburg University. Chartered student groups may be given space on the University Activities Calendar, may request funds to be allocated from the Student Association Treasury, and may request the use of the University facilities.

- A. In order to be recognized as a club, individuals must submit a petition to the Vice President of Student Senate for approval. This petition may be obtained in the Senate Office (CUB 201) or online at ssi.ship.edu/senate/forms and will include:
1. Proposed name of club.
 2. Statement of purpose and function of the club.
 3. Signatures of a minimum of fifteen (15) undergraduate students; four (4) individuals must indicate their intention of serving as officers.

4. Signature of at least one (1) member of the faculty or staff who has indicated his/her willingness to serve as an advisor to the club.
 5. If a club is planning to be affiliated with a national, state, or regional organization, proof of affiliation must be submitted to the Vice President of Student Senate.
- B. A sample constitution is available on the Student Senate website: <http://ssi.ship.edu/senate/> forms or upon request at the Senate Office (CUB 201).
- C. A representative of the club must submit the proposed constitution to the Vice President of Student Senate for consideration and approval. A representative of the club may attend the meeting of the SGAC at which their constitution is considered upon invitation of the Vice President of Student Senate. A representative may attend the Student Senate meeting at which their constitution is up for approval.
1. It shall be SGAC's prerogative to deny recognition to proposed groups if their purpose is largely the same as a group already recognized by the SU Student Senate.
- D. SGAC shall have the prerogative to make recommendations for changes in the constitution and by-laws of the proposed student group. The petitioning group must present a rewritten constitution and by-laws to the committee or face rejection.
- E. SGAC will consider each constitution and submit its recommendations to the Student Senate for official approval or rejection.
- F. The Vice-President of Student Senate will notify the student group of the Senate's action on the issue of its charter via SU email.
- G. The prospective group will have the right to appeal to the Senate President, up to two (2) weeks after disapproval of the chartering group has come from either SGAC or the Student Senate.
- H. Club sports shall follow the established guidelines in the Sports Handbook and shall also follow standard chartering procedures of SGAC. Club sports are those that are not sponsored by SU at the NCAA level. A club sport is a group that is involved in competition of a physical nature against other institutions or organizations. The Vice President of Student Senate shall collaborate with the Coordinator of Club Sports to ensure appropriate approval of Club Sport status.
- I. **Inactive campus-registered student groups are defined as falling into one-(1) or more of the following categories:**
1. Not handing in all SGAC information by September 30.
 2. Absence of advisor (contract unsigned).
 3. May receive privileges of campus registered groups, as listed in Section IX.
- J. **Unrecognized student groups are:**
1. Student Senate recognized groups that have failed to register, and have thus been considered "inactive" for longer than one academic year.
 2. Not given space on the University events calendars/listings, may not request funds from the Student Association Treasury, may not use University facilities and may not request fundraising permits.
 3. Not recognized as a chartered group by the Student Senate.
 4. Less than four (4) officers have been registered with the Student Senate Office (CUB 201).
 5. No meetings held in one (1) academic semester.
 6. Constitutions have not been updated and re-approved within four (4) years.
 7. Membership is less than fifteen (15) students.

VI. Policy for the Formation of an Organization

An organization shall be defined by the Senate, as a student group holding special importance to the Student Association in providing a service to the university community beyond the specialized purposes of traditional clubs. In addition, the financing of an organization differs

from the financing process of traditional student clubs (See Budget & Finance standing rules). An organization shall be designated as such by a special meeting of the Executive Rules Committee (ERC) of the Student Senate. Any Student Senate recognized club is eligible to petition to become an organization.

VII. Rights and Responsibilities of Campus Registered Student Groups

- A. Each student group must submit the contact information of its officers, advisors, and its departmental affiliation (if applicable) by September 30th of the fall semester each year. Failure to comply will result in inactive status.

VIII. Rights & Responsibilities of Student Senate Recognized Groups

- A. To be recognized by the Student Association, a student group shall be required to apply for recognition within the guidelines established by the Student Senate. Assistance concerning recognition of student groups can be received from the Student Senate Office (CUB 201).
- B. The membership, policies, and actions of a student group shall be determined by vote of only the student membership.
 - 1. Student groups shall not discriminate their membership. Performing arts organizations and other Organizations as deemed by the Student Senate are exempt from this rule, as their membership is largely talent-based.
 - 2. Student groups' purposes are to serve undergraduate students. However, graduate students, faculty, staff and SU community members shall be able to be members of Senate-recognized groups, but shall not be permitted to hold executive office positions.
 - a. All SU community members shall be at least 18 years old or shall have documented parental permission (case-by-case basis).
 - 3. Student groups shall be free to establish their qualifications for membership provided such membership shall be open to any student willing to subscribe to the stated aims of the group and to meet its stated obligations.
- C. Each group shall be free to recommend a member of the faculty or staff to serve as their advisor(s).
 - 1. All student groups are required to have an advisor(s) who is/are a member of the faculty, staff, administration, or University affiliate.
 - 2. Advisors shall advise student groups in the exercise of responsibility, but they shall not have the authority to control the policy of a student group.
 - 3. Advisors should possess knowledge of the rules, regulations, policies, and structures of the University, as well as the Student Code of Conduct. Advisors should also possess a knowledge and understanding of the goals and objectives of the student group they advise.
 - 4. To change an advisor(s), the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify the Student Senate Vice-President in order to make note of the change and submit a new advisor contract.
 - 5. A student group may request to have more than one advisor approved by the Student Group & Activities Committee; however, one must be designated as having the responsibility for advising all financial matters of the group.
- D. Volunteers who are not employees of Shippensburg University, or its affiliates, are required to register as volunteers at the Office of Human Resources, have background checks and must be approved by the Vice President for Student Affairs.
- E. Insofar as it is legal, and within the guidelines established by Shippensburg University Student Services, Inc. (SUSSI), recognized student groups shall have independent control over the expenditure of their own funds. However, a regular financial accounting, including

a statement of income and expenses, shall be presented to the members of the student group and to the authority which funds it, if requested.

- F. Affiliation with an off-campus group shall not disqualify a student group from University recognition provided that the off-campus group is not in violation of federal or state law.
- G. No individual or student group shall have the right to officially represent, or speak on behalf of, the University without the expressed written authorization of the University President (or designee) except to identify the University affiliation of the individual or group.
- H. No student group member, officer, advisor or volunteer shall sign a binding contract at any time. If assistance is needed reviewing a contract, student groups can request a meeting with members of the University Union & Student Activities (CUB) and all contracts using SA funds must be signed only by the Fiscal Officer of SUSSI. Contracts include written agreements for bus companies, performers, venues, speakers, vendors for promotions items (i.e. clothing), etc.
 - 1. If a contract is signed by a member of a student group, that group should no longer be covered under SUSSI liability insurance and therefore the person who signed should be responsible for all associated consequences.
 - 2. If an individual person signs a contract on behalf of a student group, that student group should be unchartered and/or result in inactive status.
- I. Each student group must submit a list of officers and advisors by September 30th of the fall semester of each year. Failure to comply with the above will result in inactive status for the year. If student groups fail to resubmit an SGAC Information Sheet after electing new officers, this will result in the group being unchartered.
- J. Student groups, officers, and advisors are responsible for monitoring their e-mail on a daily basis as this is the official form of communication at Shippensburg University.
- K. Student groups should be aware that the Chairperson of the Student Group and Activities Committee (SGAC)/Student Senate Vice President shall be free to attend any student group meeting (general or executive) at his or her discretion.
- L. Student groups that are seeking Senate recognition shall not advertise themselves via chalking, table tents, flyers, posters, on SHIP News and Events or any other form of advertising without the Senate Vice President's approval.

IX. Privileges of Campus Registered Student Groups

- A. Registered groups are eligible to:
 - 1. Reserve facilities for programs and meetings. Room reservations are made virtually, on events.ship.edu.
 - 2. Host fundraising events after applying to fundraise by submitting an SU Fundraising Application to the Student Senate Office (CUB 201).
 - 3. Use the predefined amount of resources in the Project Center/Student Group Work Room (CUB 218), free of charge.
 - 4. Participate and host a table in the annual Student Involvement and Services Fair.
 - 5. Request funds for a campus-wide event, within reason.
 - 6. Request the assistance of the University Union & Student Activities (CUB) if programming support is needed.
- B. Recognized student groups may reserve facilities for programs and meetings.
- C. Recognized student groups have the privilege to use the resources in the Project Center/ Student Group Work Room (CUB 218), free of charge.

X. Privileges of Student Senate Recognized Groups

- A. Student Senate Recognized Groups are able to receive the services and benefits of Campus Registered Student Groups, as Senate Recognized Groups are registered as well.
- B. Recognized student groups may request a mailbox in the Ceddia Union Building (CUB). Mailboxes are located on the second floor of the CUB.

1. Mailbox keys should be signed out at the beginning of the fall semester after submitting proper SGAC paperwork and attending the mandatory Student Group Training Day meeting. Failure to return the key at the conclusion of the spring semester will result in a fine of \$10.00.
 - a. Student groups who lose their mailbox key or fail to return it at the conclusion of the spring semester should face a fine of \$10.00 to replace the key, as well as a 2% reduction of the following year's budget.
 2. Student group mailboxes are a centralized location for student groups to receive official University correspondence or off-campus entities.
 3. Student groups are encouraged to check their official mailbox on a weekly basis.
 - a. Mailboxes that have not been emptied for at least one (1) month will receive notice to empty their box within one (1) week.
 - b. Failure to remove mail after official notice will result in mail being discarded.
 4. Student groups may obtain access to mailboxes for mass mailings through the Senate Administrative Assistant. The Administrative Assistant will be responsible for distributing all mailings.
 5. Mailings must be related to the student group wishing to distribute the mail.
 6. Any packages or mail that is too large to be placed in your official mailbox will be kept at the Student Senate Office (CUB 201) and a package slip will be placed in your mailbox for pickup.
 7. The mailing address for recognized student groups should read as:
Student Group Name
CUB Box #
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257-2299
- C. Recognized student groups have the privilege to request funds from the Student Association.
1. Recognized student group status does not guarantee that groups will receive an annual budget or allocations from the Student Association Treasury.
 2. The Budget & Finance Committee of Student Senate shall oversee all budget allocations.
- D. Recognized student groups have the privilege to request use of a Student Association van for field trips, conferences, etc.
- E. Recognized student groups shall be able to request a Shippensburg University Weespace Account.
1. Student group websites shall be found under clubs.ship.edu.
 2. Student groups shall determine at least one member who shall be given permission to edit the website in conjunction with the student group advisor.
 - a. Student group websites should be updated on an ongoing basis. They shall include a minimum:
 - Purpose
 - Executive officer contact information
 - Advisor contact information
 - Meeting time and location(s)
 - An approved and updated copy of the student group constitution
 - b. Student groups shall not establish or use external websites unless otherwise approved by the Chair of the SGAC.

XI. Policies for the Usage of Chalk in Publicizing Events

- A. Chalking is permitted for use by recognized student groups and University departments only to publicize campus events on sidewalks.
- B. Use of chalk for any purpose other than announcing the time and place of an event and the specific topics or title of the event is prohibited.
- C. Message(s) must be written on horizontal sidewalks and fully exposed to the weather elements.
- D. Message(s) shall not be written on any vertical surface which includes buildings, signs, walls, posts, benches, planters, doors, windows, fountains, bridges, trashcans, and receptacles.
- E. Water-soluble chalk must be used.
- F. Failure to abide by these standards should result in an email notification and a disciplinary fine. If it is a Student Senate Recognized Group, this should result in a reduction of 5% of the following year's budget in addition to a \$25.00 per location fine.

XII. Policies for the Usage of Table Tents

- A. All table tents must be approved by the University Union & Student Activities Information Desk (CUB) by completing the Table Tent Request Form.
- B. Table tents may be displayed for one-(1) calendar week (Sunday-Saturday).
- C. Table tents may be placed in the following locations: CUB (Great Hall, Raider Room, McFeely's Coffeehouse), Reisner Dining Hall, Kriner Dining Hall, Century Café, and MCT Lounge.
- D. Table tents may only be used to promote events and services; they may not be used to advertise meetings or fundraisers.
- E. Student groups, University offices/departments, and individuals/local community members who display table tents are responsible for removing them from their respective locations at the end of their reservation.
- F. Table tents should not exceed a height of 11". It is preferred that an 8 ½" x 11" piece of paper be folded in half or into quarters in order to stand upright.
- G. Table tents cannot contain any reference to the sale or service of drugs/alcoholic beverages.
- H. Violations to the above guidelines will result in suspended table tent privileges for one-(1) academic semester.

XIII. Policies for the Posting of Materials on Campus Bulletin Boards*

- A. Posters/Fliers/Advertising Materials should not exceed 18" x 18", with the exception of commercially printed items.
- B. All posters/fliers/advertising materials must be stamped before being posted. All posters for campus buildings and the Ceddia Union Building (CUB) will be stamped at the CUB Information Desk with the official CUB approval stamp. All posters/fliers/advertising materials for Residence Halls are to be stamped at the individual halls.
- C. All posters/fliers/advertising materials will be approved for posting for two-(2) weeks.
- D. No more than one-(1) approved copy of a poster/flier/advertising material may be hung on an individual bulletin board; duplicate copies will be removed.
- E. The group/person placing the posters/fliers/advertising materials is responsible for removing them within two-(2) days after the event or meeting is over, or the material has passed the approved by date.
- F. No political announcements, other than that of student group meetings, will be placed on bulletin boards. Solicitations, except those approved by the Student Senate SGAC, are prohibited.
- G. Posters/Fliers/Advertising Materials cannot contain any reference to the sale or service of drugs/alcoholic beverages.

XIV. Policies for the Student Association Vans

The Student Association Vans must be reserved through the University Union & Student Activities Information Desk (CUB). Any one requesting to drive the Student Association Vans must complete the Driver Authorization Form prior to reserving the vans.

- A. All drivers must be at least 21 years of age with a valid driver's license.
- B. All drivers must complete a Student Association Driver Authorization Form (Driver Authorization Forms are valid for only one-(1) semester.)
- C. Driver's may not request/drive a van if they have received a violation within the last twelve-(12) months.
- D. Student groups & University departments will be charged \$0.75 per mile and this will be charged to your allocated budget or you will need to submit payment upon the completion of your trip.
- E. Student Association Van Request forms are to be submitted no later than ten-(10) business days prior to travel dates.
- F. Vans are allowed to travel a maximum of 300 miles one way to reach destination.
- G. Student groups using vehicles will assume ALL responsibilities for damages to vans while in their possession. Student groups accept responsibility for providing transportation back to the University in the event of an auto accident or breakdown. The University Union & Student Activities (CUB) Office is not responsible for providing transportation back to the campus.
- H. Gas tanks should be filled upon return to SU. Vans should be returned to assigned parking areas behind the Physical Plant (Reed Operation Center) upon return from trip. Keys should be returned immediately to University Police upon return to campus.

XV. Limited Enterprises

All groups or individuals engaged in solicitation and/or fundraising activities on the campus of Shippensburg University are required to conform to the regulations of this section.

- A. The operations of solicitation and/or fundraising activities shall be divided into two-(2) categories which are Limited Enterprises and General Enterprises.
- B. Limited Enterprises shall refer to the operations of those individuals or groups which either singly or collectively engage in solicitation and/or fundraising activities and are students at Shippensburg University.
- C. Limited Enterprises must apply through a permit application in the Student Senate Office (CUB 201). Any solicitation and/or fundraising activity on campus must be approved through an application to the Student Senate Office.
 1. The Senate Administrative Assistant will immediately post approved permits.
 2. The Senate Administrative Assistant will maintain a record of all approved permits.
 3. All permits will be granted within the current academic year or in the case of applications in May for the first month of the ensuing year.
 4. Possession of a permit at a previous time will in no way guarantee continuation of the privilege. Permits shall be forfeited at any time upon the action of the Senate for violations listed in these guidelines. The individual or group will have the right to appeal the revocation before SGAC or the Student Senate as a whole.
 5. If a Limited Enterpriser desires to engage in additional activities, or to make a change in activities, they must submit a new application for a permit and have outlined the original activity as well as the additional or changed activity.
 6. If questioned, individuals or groups must produce their permit when selling. Photocopies of issued permits are allowed to facilitate the activity.
 7. Groups sponsoring outside vendors shall complete a Solicitation Agreement to be handed in with the permit application.
 8. If rejected, the individual or group must again reserve the dates for the facility and go through the process again.
- D. Permit Application Process
 1. Food Products*

- a. Permits for food products will be approved for a period not exceeding one-(1) calendar month.
- b. Only one-(1) type of any food product may be sold at any one-(1) place at a given time. This will be left to the discretion of the Senate Administrative Assistant.
- c. All food for sale/distribution/giveaway (fundraisers i.e., bake & candy sales) must be commercially labeled & packaged and purchased from retail store or through Campus Dining Services prior to selling. Failure to comply will result in the immediate revocation of a group's permit.
 - All student groups, University offices/departments, and individuals must present receipts verifying purchases to the Student Senate Office.
 - All University student groups should contact Campus Dining Services to create menus or purchase food items that work for their respective events.
- d. Student groups or individual students may apply for food product sales.
- e. Food for sale/distribution/giveaway at campus events & fundraisers is not allowed to be prepared by members of the University community. Please contact the Director for Campus Dining Services or their designee at (717) 477-1619 to make arrangements or discuss options for events/fundraisers.
- f. Food sales/distributions/giveaways are not allowed when in direct competition with University contracts including:
 - Campus Vending (Snacks & Beverages)
 - Campus Dining Services
 - a. All food for catered events in campus facilities must be coordinated through Campus Dining Services (Chartwells Catering).
 - b. Chartwells, as per its contract, has first right of refusal for all campus dining events.

2. Non-Food Products

- a. No gambling of genuine currency is permitted on the University campus.
- b. Raffles or games-of-chance are restricted by Pennsylvania state law.
- c. Only sales of residence hall t-shirts; class, sorority/fraternity and residence hall dinner dance tickets; Cumberland Yearbook sales; and individual Resident Assistant programs, done on a hall-wide basis, are exempt from these guidelines.
- d. The following groups are exempt from these guidelines only when selling advertising:

Cumberland Yearbook	SUTV
Homecoming Committee	WSYC
SLATE	Act V Productions
- e. All permit applications for non-food products (with the exception of flowers) may be scheduled for no longer than one-(1) academic semester. These applications shall be submitted for the semester in which the sale shall take place.
- f. Only one-(1) group/individual may take orders and/or sell one-(1) type of flower or balloon on one-(1) date.
- g. The following groups are exempt from these guidelines only when selling tickets to an event:
 - ACT V Productions
 - Activities Program Board (APB)
 - Madrigals

3. Credit Card Sales

- a. Any person, corporation, financial institution, or business entity that promotes, offers, or accepts applications for a credit card, hereafter referred to as "credit card marketer" will be required to register with the Student Groups & Activities Committee (SGAC) and follow all written rules and regulations.
- b. All on-campus credit card marketing will be limited to areas in, or directly adjacent to, the Ceddia Union Building (CUB).
- c. Credit card marketers are prohibited from offering gifts or incentives to students in exchange for completing credit card applications at on-campus locations unless credit card debt education literature is simultaneously provided. The Shippensburg University Student Association will prepare and provide the credit card debt education brochure which must be distributed. Credit card marketers will be charged a fee to cover the printing costs for these brochures.
- d. Nothing in this policy shall be construed to impose civil or criminal liability on Shippensburg University, Shippensburg University Student Services, Inc. (SUSI), or the Shippensburg University Student Association for any claim involving student credit card debt.

4. General Provisions

- a. Permits must be submitted to the Senate office during regular office hours, (Monday - Friday 9 a.m. - 4 p.m.) where the Senate Administrative Assistant will stamp the date on the permit.
- b. Each student group will be responsible for picking up their permits, either rejected or accepted from the Senate Office by the proposed date of their sale. If this is violated, the student group will receive an official warning. After a second violation, a fine of \$25.00 will be imposed or reduction of 5% of the following year's budget. Repetitive violations may result in suspension of soliciting rights for at least one month.
- c. Authorized signature for permission to sell at a location and/or for the use of university facilities must be on the permit application. The buildings and authorizations are as follows:
 - CUB: University Union & Student Activities (CUB) Staff
 - Old Main & Dining Halls: VP Student Affairs Administrative Assistant
 - Any Indoor or Outdoor Athletic Facility: Director of Intramurals/Club Sports or Assistant Director of Recreation.
 - Residence Halls: Respective Associate Dean or Residence Director
 - Classroom Buildings: Respective Academic Dean of College
 - Memorial Auditorium: Director of Technical Services for Performing Arts
 - H. Ric Luhrs Performing Arts Center: Director of the PAC
 - Campus Community, Memorial Auditorium & Academic Quad: University Union & Student Activities (CUB) Staff
 - Lehman Library Patio/Plaza: Library Secretary

No sales or solicitations may occur in front of or near campus building or facilities without the above respective authorized signature. The respective name for each facility can be found on the back of the permit application.

- d. All solicitation and/or fundraising will be in accordance with established Student Association and University regulations, i.e., Student Housing Agreement (residence hall rooms may not be used as warehouses or storerooms).

- e. If two-(2) or more groups apply to sell the same item on the same date, where a limit has been placed on the type of sale due to products, dates, times or places being duplicated, approval shall be given to the application submitted first. Alternative dates shall then be given to the other applicant(s) to hold their respective sale(s). An exception to this is when any individual group exceeds four-(4) sales in one month, priority shall be given to the second applicant.
- f. No items may be sold if in conflict with the University Store and with University concession or a contracted vendor with the exception of t-shirts, candy, posters, and Greek merchandise.
- g. All solicitation in the residence halls is to be confined to the lobbies between the hours of 12:00 p.m. and 11:00 p.m. These hours include the Seavers Apartment Complex, where door-to-door solicitation is permitted.
- h. Vendors must stay to their assigned tables and may not approach students with the purpose of solicitation. If solicitation rights are violated, appropriate action will be taken.

5. Permit Violations

Violation of selling regulations may include the following:

- a. Failure to pick up an approved permit.
- b. Selling without a permit.
- c. Selling at a location or time not specified on the permit.
- d. Selling a product other than the product stated on the permit.
- e. Selling door-to-door in residence halls (with the exception of the Seavers Apartment Complex) between the hours of 12:00 p.m. and 11:00 p.m.
- f. Falsifying application information.
- g. Any violation of the general guidelines for profit making permits found on the back of the permit application.

6. Penalties

- a. An official warning by the Senate Administrative Assistant may be given on a first offense; however, a more severe penalty may result if the Senate deems it appropriate.
- b. A second violation occurring within the same academic year should result in a reduction of 15% of the following year's budget. Any fine that is not paid within a seven (7) day time period should result in the third offense penalty to occur.
- c. Third offence action should result in Inactive Status and/or loss of charter.
- d. SGAC has the right to revoke privileges and to take any other action deemed appropriate by the SGAC.

7. Appeal Procedure

- a. All groups must submit a written appeal to the Student Senate Vice-President, chair of the Student Group & Activities Committee, within fourteen-(14) days of notification of the fine.
- b. If an Appeal is denied, then payment is due to the Student Senate within seven-(7) days after the decision has been stated in writing.
- c. The decision of SGAC is final.
- d. All funds collected as revenue for fines will be returned to the Student Association Treasury.

XVI. General Enterprises (Off-Campus Vendors, Product Services, and Information Tables)

General Enterprises shall refer to all agencies/individuals engaged in distributing information and product services and/or sales/profit making on merchandise outside of the jurisdiction of the Student Association and the Administration of Shippensburg University and who are not students or members of the University. General Enterprises shall be defined as Off-Campus

Vendors, Products, Services and Information Tables. The following policies & procedures apply to all General Enterprises wishing to conduct business at Shippensburg University.

- A. General Enterprises shall apply for date(s) using applications available through the University Union & Student Activities (CUB) Office. The categories for General Enterprises along with the appropriate fees are as follows:
1. **Profit-Making Businesses** **\$200.00 (August - May)**
 - a. Off-Campus Housing Agencies
 - b. Solicitation of Professional Services

 2. **Vendors (Sells Merchandise & Products)** **\$100.00 (August - May)**
 - a. In addition to the General Enterprise Fee, the following fees are applicable per date requested for Vendors Only (All fees & commissions collected as revenue shall be deposited and contributed to the Student Association Treasury):
 - Submit a detailed typed listing of all merchandise & products to be sold with your application and will be verified to void selling conflicts with our bookstore and the following information:
 - General Enterprise (Vendor Business) Name
 - Contact Person, Email and Phone
 - Detailed list of Merchandise and Products
 - 15% Commission Fee on Sales for each date scheduled.
 - Vendors will be required to record ALL SALES each date they are on campus on a General Enterprise Sales & Commission Form.
 - Payments are to be paid immediately at the conclusion of business each day to a representative in the University Union & Student Activities (CUB) Office located behind the Information Desk.
 - b. Textbooks & Shippensburg University apparel may not be sold by vendors.

 3. **Exempt Organizations** **NO FEE**
 - a. Financial Services or Community Organizations
- B. Each application will require the appropriate General Enterprise Fee which covers the application, license, & table rentals for sixteen-(16) dates (eight-(8) dates per semester with no more than two-(2) consecutive dates in a row). **Each additional date requested outside of the sixteen-(16) allotted dates will be \$100.00 per date based upon availability.**
- C. **All FEES ARE NON-REFUNDABLE** and checks should be made payable to:
Shippensburg University Student Services Inc. or SUSSI. All applications shall be returned in duplicate to:
 Connie Gruver, Administrative Assistant
 University Union & Student Activities (CUB)
 Shippensburg University
 1871 Old Main Drive
 Shippensburg, PA 17257-2299
- D. General Enterprises will be provided with one-(1) six-(6) foot table for each date on campus in the CUB Vending Area. Additional tables may be provided upon request based upon availability and a \$5.00 fee per table may be assessed.
- E. General Enterprises shall be approved and licensed by the University Union & Student Activities (CUB) Office and shall be subject to the review of the SGAC (Student Group & Activities Committee) Chairperson/ Senate Vice-President and/or the Student Senate at any time. All applications and licenses shall be signed by the administrative staff for the University Union & Student Activities (CUB) Office.

- F. The University Union & Student Activities (CUB) Office shall maintain detailed General Enterprise information for each agency/individual which shall include the following:
 - 1. Agency/Business Name
 - 2. Contact Person's Name, Mailing Address, Phone & Fax Numbers and E-mail
 - 3. Drivers License Number
 - 4. Motor Vehicle Registration
 - 5. Any other information required or deemed necessary
- G. One-(1) copy of the completed application materials will remain on file with the University Union & Student Activities (CUB) Office. Upon arrival to campus the General Enterprise representative(s) will be required to have their license to conduct business on campus.
- H. If the cost incurred with licensing a General Enterprise exceeds the \$200.00 General Enterprise Fee, all additional costs and fees shall be billed to the appropriate General Enterprise.
- I. Licenses for General Enterprises shall be valid for one-(1) academic year (August through May) and are valid only during the academic year in which the application is submitted.
- J. Licenses may be withdrawn at any time by the administrative staff of the University Union & Student Activities (CUB) Office or the SGAC Chairperson/Student Senate Vice-President. In such cases, fees are non-refundable.
- K. Credit Card vendors are allowed on campus only when sponsored by a recognized student group and these vendors must be contacted by the student group. Credit Card companies are not allowed to solicit student groups.
- L. General Enterprises are only allowed to conduct business within the Ceddia Union Building (CUB) and its immediate surroundings.
- M. Any entity engaging in a fundraising and/or profit making activity or solicitation without a permit/license will be fined and made to discontinue from participating in the activity until the correct procedures have been followed to obtain a permit/license. Violators falling under the category of General Enterprise will be charged with a \$100.00 fine per offense.
- N. All applications to license a General Enterprise must be submitted at least ten-(10) business days prior to the date(s) being requested.
- O. Door-to-door solicitation within University Housing (residence halls & apartments) is not allowed.
- P. Sussi reserves the right to deny the selling of any merchandise or products which may be in direct conflict with University policies, bookstore or other contracted entities.

Student Association Funding Budget Eligibility and Requests

STANDING RULES
(As amended February 2012)

Standing Rules for the Student Association Budget & Finance Committee are established to provide guidelines for the allocation, disbursement, and administration of funds by the Student Association (SA) for Shippensburg University Student Services Incorporated (SUSSI), to facilitate the maintenance and review of permanent fiscal and property records, and to provide the Budget & Finance Committee with guidelines for conducting meetings and the fiscal business of the Student Association. Student Association (here in after) will be noted as SA. Forms mentioned are available at ssi.ship.edu/senate/forms.

SA SUSSI Budget Process Description

The Budget & Finance Committee requests that budgets are submitted in early February each year for the following fiscal period... July 1st thru June 30th. After budgets are reviewed and voted on by the Budget & Finance Committee, budgets are available for pick up by organization treasurers and advisors. The President of the University, Vice-President of Student Affairs, SA Fiscal Officer, SA Treasurer, Executive Rules Committee, and members of the Budget & Finance Committee review the budget. After approval of the University President, the SA Treasurer presents the budget via motion by category to the Student Senate for final action in mid-April of each year. The budget is presented to the SUSSI Board of Directors for final approval and spending level. The activity fee is approved by the Student Senate and Council of Trustees.

A. Eligibility

1. Organization membership shall be limited to persons who are members of the Student Association, as defined in the Student Association Constitution and By-Laws. Only undergraduate students are to participate in Student Organization activities sponsored by the Student Association. Any exceptions must be approved by the Budget & Finance Committee.
2. For an organization to request an allocation it must first have a valid and approved Student Association charter for at least one calendar year from the date of recognition by the Student Senate. The organization must maintain a valid and approved charter during the fiscal year in which the request for funds is made.
3. Only eligible organizations may receive an allocation. Any organization which is determined by the Student Groups and Activities Committee (SGAC) and the Budget & Finance Committee to be eligible for an allocation does not automatically receive an allocation. Eligible organizations which receive money shall be placed in one of the budgetary categories as defined in Section J of these Standing Rules.
4. The organization (Type I - VI) must properly complete and submit to the Budget & Finance Committee of the Student Association a Budget Request Form. This form must be submitted to the Senate Office on or before the deadline date, which shall be determined annually by the Treasurer of the Student Association.
5. Any organization (Type I - VI) which fails to submit the Budget Request Form on time shall receive a 2% penalty for each week it is late. If a budget is not submitted by the last Tuesday in September of the upcoming fiscal year, no allocation will be made.

B. Requests for Funds

1. The Budget & Finance Committee shall review organization Budget Request Forms and make recommendations to the Student Senate. The Student Senate may accept, modify, or reject the recommendation of the Budget & Finance Committee as it deems fit and proper. Recommendations of the Budget & Finance Committee are not final until approved by the Student Senate and the President of the University.
2. The Budgeting Process is Defined Below:
 - a. Club or Organization officers, especially the Treasurer must attend the mandatory SGAC / Budgeting meeting as directed by the Treasurer and Vice President of the Student Association.
 - b. Properly submit Budget Request Form.
 - c. Budget requests must be broken down as to the amount needed for each specific item or activity, and must include any anticipated income from an income commitment, if any.
 - d. Budget requests which are vague, incomplete or improperly prepared shall be returned to the organization or sport submitting the request, and that organization shall not be considered for an allocation until said request is properly prepared and resubmitted within a time period specified by the Student Association Treasurer.
 - e. The Budget & Finance Committee must be furnished with a listing of all club officers and advisor of each organization, including their email addresses and telephone numbers. Any changes to this list must be submitted in the form of a completed SGAC form forwarded to senvp@ship.edu and ljlaug@ship.edu.
 - f. The Budget & Finance Committee may direct an organization to have a representative present at the Budget & Finance Committee meeting in order to have questions answered concerning a budget request. Such a directive must be issued to the organization at least 48 hours prior to the time of the meeting in question. Failure of an organization to comply with this provision may result in penalties at the discretion of the committee.
 - g. Clubs and Organizations requesting Student Association funds shall be notified of the budgets that the Budget & Finance Committee intends to recommend to the Student Senate for approval. Clubs and Organizations Treasurer and Advisors will be emailed to pick up a copy of the budget reviewed by the Budget & Finance Committee at the Student Senate Office. Notification will be emailed to pick up a copy of the budget reviewed by the Budget and Finance Committee at the Student Senate Office. Such notification will include the date, time, and place of the Senate meeting at which their allocation will be acted upon.

C. Requests and/or Appeals for Additional Funds (Allocations)

Requests and/or appeals for additional funds may be made at any time AFTER the budget for the fiscal year has been passed, and through the proper channels as stated within these Standing Rules.

1. Requests for Additional Funds:
 - a. Requests for additional funds should be submitted in the form of a completed Additional Allocation Request Form submitted to the Treasurer, sentreas@ship.edu, of the Student Association and the Fiscal Officer, dlmill@ship.edu. The request should state the reason, justification and date funds are needed. The request should conform to these standing rules.
 - b. Requests for additional funds shall be considered by the Budget & Finance Committee at such time and place as the Committee determines. If an organization desires to have a representative present when the request is being considered, this should be clearly stated on the request. If an organization, once having been notified of the time, date, and place, of the meeting at which the request will be considered, does not have a representative/officer present, the Budget & Finance Committee may proceed to act on the request without the organization being represented.
 - c. Acceptance or rejection of the request for additional funds shall be based upon the need of the organization, the merits of the use of the funds, the number of people which the use of the funds will involve, and the overall status of the Student Association Budget as determined by the

Budget & Finance Committee. The decision of the Budget & Finance Committee, if favorable, shall be recommended to the Student Senate by the Treasurer of the Student Association. If the committee's decision is unfavorable, the Treasurer shall notify that organization of its decision, which may be appealed to the Student Senate under the following guidelines.

2. Appeals for Additional Funds:
 - a. Any organization that wishes to make an appeal of a ruling of the Budget & Finance Committee and/or the Student Senate must make such an appeal through a voting member of the Student Senate who is willing to sponsor such an appeal.
 - b. A Student Senator who wishes to sponsor an appeal must first do the following:
 - (1) Notify the Treasurer and President of the Student Association of his intent to make an appeal at least (7) seven days prior to the meeting at which the appeal is to be made. Such notification must be in writing and signed by the Senator who intends to make the appeal. This notification must be delivered in person to the Student Association Treasurer.
 - (2) Include in the notification of appeal the reason for the appeal, what decision is being appealed, the nature of the appeal, and the major points to be presented in support of the appeal.
 - (3) Place the appeal, which must be clearly stated as such, on the agenda of the Student Senate.
 - c. Any appeal which does not completely comply with these procedures should immediately be ruled out by the President of the Student Senate.
 - d. Once an appeal is heard by the Student Senate, the decision of the Student Senate is final and no further appeals on that topic may be made.
 - e. Appeals require a two-thirds majority vote of the members present by roll call for approval.
3. Additional allocations of funds are meant for clubs and organizations requesting special funds for events or activities in which they may engage. These allocations are to be considered on a ONE-TIME-ONLY basis. These allocations are meant to help that group in that particular fiscal year. They are not meant to be a basis for a recurrent allocation, and will not be held as a standard for future allocations. Any money that a club or organization feels will be needed yearly should be submitted as a request increase in the club or organization's operating budget for the fiscal year of the anticipated need.
4. Time Constraint for Request
 - a. In order to have a timely request processed to the Budget & Finance Committee and the ensuing Senate meeting, it is needed to develop a cut-off period for requests to the Budget & Finance Committee. These requests include, but are not limited to, requests for additional allocations and requests for conference funds. All requests must be submitted to the SA Treasurer and SA Fiscal Officer (Sec. C.1.a) by 12 o'clock noon on the appointed day of the Budget & Finance Committee meeting. If the meeting falls at the time of 12 o'clock noon or before, the requests shall be required to be submitted by 12 o'clock noon on the previous day. Extenuating circumstances will be considered and approved or rejected only by the majority of the Executive Rules Committee with advisement from the SA Fiscal Officer. It is important to note that poor planning on the part of any organization is not to be considered as an extenuating circumstance.

D. Capital Expenditures

1. In general, capital items shall be considered to be items that are essentially non-recurring; that may be expected to last a number of years, and that entail the expenditure of more than two hundred and fifty dollars (\$250.00) per item.
2. Organizations requesting funds for capital expenditures shall submit such requests in accordance with procedures set forth by the Budget & Finance Committee.
3. Requests for capital items should include a detailed explanation of what is desired and a justification for the purchase. Requests must include the maximum possible cost and the name and address of any firm which gives a quoted price. At least two quotations are required unless otherwise specified by the Student Senate.

4. The Budget & Finance Committee shall make recommendations to the Student Senate, which may then accept, reject, or modify the recommendations before giving final approval. Allocations shall be entered in the official minutes of the Student Senate.
5. It should be understood that the Senate allocation represents the maximum purchase price allowable, and it then becomes the responsibility of the organization to obtain the best price commensurate with their needs.
6. All such purchases become the property of the Student Association, and NOT of the organization requesting them.
7. Any purchase of a capital item should be made with the use of a purchase order.
 - a. Once a capital item is approved, a purchase order and an inventory identification tag number will be issued by the Fiscal Officer upon his/her signature and dating of the purchase order.
 - b. Inventory Identification tag numbers will be issued at the discretion of the Fiscal Officer since not all items can/should be tagged.
 - c. One copy of the purchase order should be sent to the vendor, one copy should be filed in a numerical file by the Accounts Payable Clerk, and one copy should be kept with the invoice.
 - d. The athletic department will maintain their own purchase order process.
8. Organizations and athletic teams possessing capital items owned by the Shippensburg University Student Association shall be expected to turn in all pertinent data concerning equipment purchases to the fiscal office and shall be responsible for the proper security and maintenance of such items.
9. Failure to comply with above procedures may lead to penalties as stated in Section H.

E Income Commitments

1. Each organization intending to bring in additional income through the use of allocated funds shall make a commitment as to the amount of estimated income when submitting their budget.
2. Allocations will be given based upon need, previous allocation, and projected income.
 - a. Income will accrue to the Student Association treasury, since the organization's allocation will reflect the commitment.
 - b. The organization will be required to make every effort to collect amounts due, and will report to the Budget & Finance Committee when such efforts fail to bring results.
3. Income which falls short of the projection must be adjusted for in one of the following ways:
 - a. Expenditures from the operating budget allocation must be reduced by the amount that income falls short of the commitment.
 - b. The deficit must be paid to the Miscellaneous Income Account from the next year's fiscal allocation. In addition, the next fiscal year's net allocation MAY NOT be increased over the net allocation of the year in which the deficit was incurred.
 - c. Organizations MAY NOT use the reasoning that a previous committee was at fault and that the present committee should not be penalized. (See Penalties.)
4. Income which exceeds the commitment will accrue to the Student Association, unless some alternative is authorized by the Student Senate.
 - a. Excess income commitment may not be transferred to another line item within the club/ organizations operating budget.
 - b. The use of excess income commitment may be requested by submitting a completed Additional Allocation Request Form to the Treasurer, sentreas@ship.edu, of the Student Association and the Fiscal Officer, dlmill@ship.edu. The request may not exceed the amount of the excess income commitment.
5. For such a system to work, fiscal responsibility by all parties is absolutely essential.
 - a. Complete records MUST be kept of all sources of income by the organization involved.
 - b. Records of income should be submitted to the Fiscal Office along with the funds to be deposited within 48 hours after the event was charged for.

6. Some organizations due to the nature of their function, may be required to charge for certain goods or services, but not be required to make an income commitment.

F. Meals, Lodging and Transportation

1. Reasonable expenditures for travel expenses of organizations on trips closely allied with their objectives may be granted by the Budget & Finance Committee if the trips are permissible under the Budgetary Categories section of these Standing Rules.
2. Trips that are deemed curricular in nature by the Budget & Finance Committee are NOT permitted to be funded with Student Association monies.
3. Only Group II and III Organizations (see Sec. J) may utilize Student Association funds for transportation costs incurred during a trip.
4. The maximum rate for use of a personal automobile or the Student Association vans shall be determined by the Student Senate. Any changes made to the maximum rate must also be approved by the Student Senate. Additional tolls & parking charges may be added.
5. Organizations utilizing buses for transportation shall use the least expensive vehicle commensurate with their purposes.
6. Persons authorized to stay overnight shall use the least expensive accommodations which are feasible.
7. Members of organizations whose allocations include funds for meals shall observe the maximums as determined by the Student Association. It should not be construed from these allowances that the maximum amounts are automatically allocated. These figures represent the maximum amount permitted for each meal. Each organization or individual is encouraged to pay less when possible. When visiting other campuses, institutional meals shall be utilized, if possible. Bag lunches/dinners provided by our food service company should be utilized as often as possible.
8. If an organization or athletic team is provided meal money, every receiving individual must sign a document as having received the money. The said document must be submitted to the Fiscal Office within one week after the organization or athletic team departs from campus.

G. Administration and Disbursement of Student Association Funds

1. The board of directors of SUSSI must approve the Student Association spending limit each year at the April/May meeting.
2. All organizations which receive an allocation from the Student Association must keep an account book in which all transactions involving Student Association funds shall be recorded. All Student Association funded groups expenditures must not exceed their approved allocations. (See Sect. H.1 for penalties.) All accounts are subject to audit upon request of the Student Association Treasurer, and/or the Fiscal Officer, and/or the President of the University.
3. Funds are allocated on the basis of items listed on the Budget Request Form as approved by the Student Senate and the President of the University.
4. An organization and/or its members that make an expenditure prior to having an approved allocation from the Student Association is solely responsible for such an expenditure.
5. Transfers of line item/allocations within an organization's budget can be accomplished in the following manner:
 - a. A completed Transfer of Funds Request Form must be submitted to the Treasurer, sentreas@ship.edu, of the Student Association and the Fiscal Officer, dlmill@ship.edu.
 - b. The Student Association Treasurer and the Student Association Fiscal Officer may approve line item transfers for amounts \$200.00 and lower without Senate approval.
 - c. The Budget & Finance Committee and the Student Senate must approve line item transfers over \$200.00.
6. No allocations will be granted under broad, generalized terms i.e. miscellaneous or other, unless accompanied by a detailed explanation for the request.

7. Proceeds derived from events financed with funds from the Student Association must be returned to the Student Association, unless specific permission is given by the Budget & Finance Committee to use such funds to help offset the cost of a particular program or activity.
8. Organizations and residence halls competing in any event may not use Student Association funds to finance in any way the construction, decoration, or transportation of floats, or other homecoming activities.
9. No Student Association club or organization shall be allowed to spend allocated funds to pay their own members to speak.
10. Authority to make payments must be completed on an SUSSI "Expenditure Request Form" or "Petty Cash Expenditure Form" to access funds from approved budget allocation line items. Expenditure forms must be turned in to the Student Services accounts payable clerk in the Fiscal Office in the Ceddia Union Building. Organizations must have a student who the members authorize to sign Expenditure Request Forms (Treasurer). Expenditures from APB committees require the signature of the Treasurer and committee chairperson on the Expenditure Form. Advisors may sign Expenditure Forms if they so choose. The SU Department of Athletics Expenditure Requests must be signed by the athletic administration with invoices or receipts signed by a coach. Requests for payment from organizations not having officers must bear the signature of the person(s) responsible for that specific allocation.
11. Expenditure requests must be supported by invoices, receipts, or signed statements which indicate that the money is due and owing, what the payment is for, and the amount.
12. Expenditure requests should be presented to the SA Accounts Payable Clerk at least 48 hours in advance of the time the expenditure is needed. Checks are processed on Thursday of each week.
13. All bills must be presented and paid before the end of the Fiscal Year. Where this cannot be done, a properly signed voucher must be left with the Fiscal Officer, with instructions as to what to do when the belated bills arrive. Failure to do so usually results in late bills being charged to the following fiscal year's allocation. Penalties may be recommended to the Student Senate in cases where the Budget & Finance Committee determines that bills were deliberately held back in order to avoid going over an allocation.
14. No monies will be spent for food or general refreshments, except for:
 - a. As stated in Section F, Item 7
 - b. Activities Program Board
 - (1) Coffeehouses and other properly scheduled events
 - (2) To provide requested meals for incoming guests and performers
 - c. Any other expenditure shall come before the Budget & Finance Committee for prior approval.
15. Any expenditure which is not in full compliance with the procedures and requirements set forth in these Standing Rules is the obligation of the person(s) and/or organizations making such an expenditure.
16. Any LIMITATIONS on the operating budgets of organizations shall be entered explicitly on the budget request form, or in the official minutes of the Student Senate.
17. PA State System of Higher Education Guidelines
 - Chapter 4 - Student Activity Fees
 - Sub-Chapter D - Guidelines for Expenditures
 - 4.43 Charities
18. No direct contributions may be made from student activity funds from SA club/organizational Operating Budgets for individual charities, but nothing in the foregoing shall prohibit student associations or student organizations from engaging in fund-raising activities for charities.
19. Any intercollegiate athletic team which participates in post-season competitions may have income in excess of expenses which are refunded by the NCAA, refunded to the athletic team by the Student Association upon written request to the Budget & Finance Committee.
20. Any intercollegiate athletic team that qualified for post season competition will be permitted to obtain funds when requested by the Director of Athletics from the Tournament Invitations budget account upon approval of the Fiscal Officer when the Student Senate does not have a meeting before the scheduled event or the Student Senate is off for the summer.

21. In the event of an emergency, Student Association funds may be allocated to an organization by obtaining the signatures of at least three of the Senate Officers.
 - a. An emergency will be defined as any need for funding in which the need precedes the next regularly scheduled Senate meeting.
 - b. The signature of the Fiscal Officer and of Student Association Treasurer will be required to determine if such expenditure will be defined as an emergency.
 - c. In the event of the absence of the Student Association Treasurer, verbal consent of the Vice President for Student Affairs will be needed along with the signature of the Fiscal Officer to define an expenditure as an emergency.
22. No Student Association funded organization is permitted to use their operating budget to purchase awards.
23. No Student Association funds can be used to purchase clothing or other personal items (i.e., jewelry, bags, etc.).
 - a. An exception to this rule is that each active member may be allocated a maximum of five dollars per active member of said club, one time during the fiscal year. This may be via an additional allocation or within the operating budget supplies line, not both.
 - b. Every allocation must be reviewed by the Budget & Finance Committee and approved by the Student Senate.

H. Penalties

1. Any organization whose expenditures exceed the allocated amount for the Fiscal Year will receive no increase in its net allocation for the following Fiscal Year, and will, in addition, be penalized the amount of the overage from the next Fiscal Year's allocation.
 - a. Organizations MAY NOT use the reasoning that previous leadership was at fault and that the present members should not be penalized.
2. Organizations failing to comply with any of the procedures set forth herein may be subject to such penalties as recommended by the Student Senate to Budget & Finance Committee and later approved by the Student Senate.
3. Any student/athlete at any away competition who receives a punishment for a violation of the Shippensburg University Code of Conduct and is prohibited from participating in the competition may be responsible for a full reimbursement to the Student Association for expenditures incurred on his/her behalf.

I. Contracts

1. Any standing, special committee, or board of the Student Association which secures contracts for the Student Association must obtain the signatures of the chair-person for the committee and the committee advisor. In the case of extenuating circumstances the Student Association President would then be authorized to sign said contract.
2. A properly signed and executed contract bearing the necessary signatures shall be deemed to be a binding contract of the Student Association. All contracts must be signed by the Student Association Fiscal Officer or the SUSSI Contract Administrator.

J. Budgetary Categories (Organizational Groups I - VI)

I. CLUBS

Associations of persons for the purpose or the promotion of some common interest whose general activities are internally directed.

Group I organizations will be considered for appropriations from Student Association funds, but requests for funds for expenses related to trips will be denied. Requests for funds by clubs may be made after the clubs charter has been in effect for one fiscal year.

II. ORGANIZATIONS

Associations of persons for the purpose or the promotion of some common interest whose general activities are externally directed. These associations are under the following budget classifications:

- Classes & Councils
- Performing Arts
- Resident Hall Association
- Printing & General
- Student Media

Group II organizations will be considered for allocations from Student Association funds, and requests for funds to support trips may be granted if the trip will benefit the campus as a whole, such as:

- Providing better service to the campus and/or
- Representing the campus as a whole. Trips for second year graduate students will not be funded by the SA.

III. INTERCOLLEGIATE COMPETITION

Group III organizations may be allocated Student Association funds for their operating budget. Funds for trips may be included so as to carry out the competition. Funds requested for transportation, food, and lodging will be reviewed under the specified limits established by the Budget & Finance Committee as stated in these Standing Rules. Current examples are: Athletic Department

IV. HONORARY AND SERVICE FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS

All organizations whose membership requirements are restricted in any way. Group IV organizations will not be allowed Student Association funds under any circumstances.

V. BOARDS UNDER STUDENT SENATE

Examples are: Activities Program Board

Group V organizations will be considered for allocations from Student Association funds, and may be provided with funds for travel at the discretion of the Budget & Finance Committee with Student Senate approval.

VI. SPORTS CLUBS

Sports Clubs must be approved and recognized by the Athletic Committee of the Shippensburg University Athletic Department. The charter must be approved by the SGAC of the Student Association. The Student Senate must give final approval for a sports club to be officially recognized.

All members of sports clubs must have and provide evidence of medical insurance coverage to the Athletic Committee.

Sports Club Line Item Funding

1. Normal Operating Budget line items funded are the following. -Supplies and equipment (normal expendable items lasting only one season: balls, pucks, etc.), officials, league dues, entry fees and team accident insurance premiums. No funding is provided for meals, lodging, transportation, medical needs or club advisors or staff.
2. *Capital Budget Funding*
Uniform expenses and long term supplies/equipment are capital budget items that must be turned into the recreation director at season's end. Funding for such items are at the discretion of the Director of Sports Clubs, the Budget & Finance Committee and Student Senate.
3. Post Season Tournament Funding requests must be reviewed by the Director of Sports Clubs before

approaching the Budget & Finance Committee. Funding may be provided for meals, lodging, entry fees and public transportation. Sports clubs may not be provided post season funding if more than one penalty is imposed on the club during the regular season.

4. Club Sport Penalty Schedule: Penalties assessed will be taken from the organization's operating budget. A penalty notice will be sent via email to the club Treasurer, President and Advisor. If an organization has a fully spent budget when a penalty occurs, payment must be made within two weeks or a club may be suspended from recognition.
 - a. \$50 per failure to submit the CSCS by the specified deadline. An additional \$10 per business day late fee will be assessed for each additional day late.
 - b. \$50 per occurrence for each club when an individual participates in physical activity (Practice/ game) without a waiver being approved by the CCS.
 - c. \$75 per a travel itinerary not submitted prior to the deadline determined by the CCS.
 - d. \$50 per each biweekly roster check missed. An additional \$10 per business day late fee will be assessed.

If a Club Sport is penalized more than two times, they may lose their recognition and be suspended from action for the remainder of the semester or school year by a 2/3 vote of the Senate. Sports Clubs cannot incur expenses under Shippensburg University without a Student Association Operating Budget.

K. Authorization for Utilization of Funds

1. Authorized signatures for all checks shall consist of the SUSSI Treasurer, and the Fiscal Officer. This assures that since at least two signatures are required for each check, at least two persons will be authorized at all times to properly conduct the business of the Student Association.
2. Funds considered to be in excess of current needs may be invested by the Fiscal Officer in such amounts and for such maturities as he deems prudent. Such investments shall be confined to savings accounts, certificates of deposit, money markets, and U.S. Treasury Securities, unless some other form of investment is specifically authorized by the Student Senate.
3. In cases where an invoice must be paid and the person responsible for signing the expenditure request is not available, authorization is given to the individual members of the Executive Rules Committee and the SA Fiscal Officer in order to sign such expenditure requests.

L. Conference Guidelines

1. Student organizations wishing to attend conferences should submit a budget request at the same time operating budgets are submitted (January/February for the following fiscal year of July 1 - June 30).
2. Although funds are approved and allocated by the Student Senate each spring to the conferences and special events non-operating expense budgetary category, it is necessary for each organization to submit a written proposal requesting senate approval for use of the funds at least two weeks prior to the conference. Also, the attendees should appear at the Senate meeting immediately following the conference and present a verbal report.
3. All students attending a conference are required to prepare a minimum of a one page written report on what he/she learned at the conference and the benefits to the organization and the Student Association no later than three weeks after the conference. This report should be submitted to the Student Association Treasurer no later than three weeks after the conference. In addition to the written report, a representative of the club/organization must present an oral report of the conference at the subsequent Senate Forum.

M. Amending the Standing Rules

1. These Standing Rules may be amended at any meeting of the Budget & Finance Committee by a majority vote of the members present. Such amendments are not final until approved at a Senate meeting by a majority vote of the members present.

2. The Student Senate may also amend these Standing Rules at any regular meeting by a two-thirds majority vote of the members present.

N. Membership of Budget & Finance Committee and Attendance Guidelines

1. Membership of the Budget and Finance Committee shall contain a minimum of eight (8) voting members. Six (6) senators and two (2) students-at-large. Membership shall represent as much diversity as possible and include individuals from all aspects of campus life.
2. The SA Treasurer is encouraged to obtain representation from groups not already represented in the Budget & Finance Committee.
3. Members are permitted only one unexcused absence from a meeting per semester. Members must notify the SA Treasurer or Fiscal Officer at least 24 hours in advance of an absence for it to be excused. In extreme emergency situations this requirement will be waived. A member will be terminated from the committee after the second unexcused absence per semester.



SGAC INFORMATION SHEET

(Please write legibly and return to the Student Senate Office, CUB 201)

All groups, whether Senate Recognized or Campus Registered, MUST complete this sheet EVERY TIME new officers are elected OR by September 30 of each academic year.

Name of Student Group _____

Date _____

(Please circle one) Senate Recognized Campus Registered

Senate Recognized Groups are those that function at Shippensburg University and allow open membership. **Campus Registered Groups** have more exclusive membership. These student groups include, but are limited to, academic co-curricular groups, academic and social fraternal associations.

<u>Officers</u>	<u>Name</u>	<u>Phone</u>	<u>Email Address</u>	<u>SU ID</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Advisors

1) Name _____ Phone _____

Campus Address _____

Email _____

2) Name _____ Phone _____

Campus Address _____

Email _____

Purpose

(This can be your mission statement or a short explanation of what your group is and what your group would like to accomplish.)

Return completed forms to: Student Association Vice President Office Hours: M-F 8:30 a.m. – 4:30 p.m.
 Student Senate Office Office Telephone: 717-477-1651
 CUB Room 201 Email: senvp@ship.edu

The following sections of this form are to be filled out by

Senate Recognized groups ONLY

Current Membership # _____

Last Year's Membership # _____

When do you elect your new officers? _____

YOU MUST ATTACH A CURRENT LIST OF MEMBERS
A minimum of 15 members is required in order to be considered a Senate
Recognized student group.

ADVISOR CONTRACT **for all SA Clubs and Organizations**

Please read and review the following criteria. The Student Groups & Activities Committee (SGAC) of the SU Student Senate is asking that all items be met in order to establish a closer communication link between the group and the advisor.

Please return this sheet to the Student Senate Office, CUB Room 201 as soon as possible.

If you are not planning on being the advisor for the upcoming year, please notify the officers of the appropriate group and the Vice President of the Student Association by calling x1651 or emailing at senvp@ship.edu.

Failure to turn in the group's SGAC Information Sheet and to notify the Student Association (SA) of any changes will result in the club or organization's loss of recognition privileges, as outlined in the Swataney.

I, (Print Name) _____, agree to the following terms as I am a beneficial advisor for _____. I shall:

1. Meet with officers at least once a semester.
2. Advise student groups in the exercise of responsibility, but not have the authority to control the policy of a student group.
3. Possess knowledge of the rules, regulations, policies and structures of the University as well as the Student Code of Conduct. I should also possess a knowledge and understanding of the goals and objectives of the student group I advise.
5. In the event that I cease my advisor status, the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify the Student Senate Vice President in order to make note of the change.
6. A student group may request to have more than one advisor approved by the Student Group & Activities Committee however; one must be designated as having the responsibility for advising all financial matters of the group.

Advisor's signature _____/Date _____

Faculty/Staff ID# _____



Student Group Name Change Request Form

(Please print legibly and return to the Student Senate Office, CUB 201)

Current Name of Student Group: _____

Proposed Name of Student Group: _____

Reason for Name Change: _____

Student Group President E-mail Address: _____

Please print and sign name and position of Executive Officers and Advisor(s):

	<u>PRINT NAME</u>	<u>POSITION</u>	<u>SIGNATURE</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Request to meet with the Student Groups Committee to discuss constitutional/name change? (not required)

Yes No

NOTES:

1. Student groups must attach an updated copy of their constitution to this document for it to be considered an acceptable request. A virtual copy should also be sent to the Student Association Vice President at senvp@ship.edu.
2. If seeking affiliation with a national/international organization as a local chapter, please attach documented proof of affiliation.

(Do not fill out. For office use only.)

Student Groups Committee Motion: _____ Second: _____

Student Groups Committee Vote: _____ - _____ - _____

(This document is a sample constitution. It should be used for reference only. Your constitution should reflect your group's values and structure.)

(Your constitution should be given to every general member at the beginning of the year and shall be included on the Student Group website)

**Sample Student Group Constitution
December 8, 2011**

Article I. Name of Organization

The name of this student group shall be known as the "Student Group Name" at Shippensburg University.

Article II. Purpose

Here the student group should outline and identify its purpose. This is its mission statement.

Example: The purpose of this student group is to serve the Shippensburg University community through fundraising and community service activities which benefit local community members.

Article III. Membership

Section 1 This is the definition of your membership criteria:

- a. The student group is open to all undergraduate students, regardless of race, gender, sexual orientation, disability, religious/political affiliation or veteran status.

Section 2 This is the requirements for membership of active members:

- a. All student group members are required to be in good academic standing with the University (minimum 2.0 GPA).
- b. Members must also attend at least ___ meeting(s) and staff at least ___ group event(s) per semester.
- c. All members are required to pay dues of \$___ per semester. Dues shall be determined by each individual student group.

Section 3 Inactive Members

Inactive members are defined as:

- a. Not attending at least ___ meeting(s) per semester.
- b. Not staffing at least ___ event(s) per semester.
- c. Not allowed to vote in elections or on agenda business items.

Article IV. Structure

The structure of the Student Group shall be an executive board, committees and a general membership body.

- a. The executive board must consist of four positions that shall run the group.
- b. The committees for this group shall be made at the discretion of the Executive Board. Examples include: Membership, Fundraising, and Community Service.
- c. The general membership body consists of all active members.

Article V. Officers/Positions

This article will list requirements for elected officers and their duties. Sections 2 - 5 are examples of officer duties.

Section 1 Requirements for elected officers include:

- a. Full-time or part-time undergraduate status.

- b. Must be in good academic standing.
- c. Must be an active member of the group.

Section 2 Responsibilities of the President shall be to:

- a. Serve as Chief Administrative officer.
- b. Preside over all executive board & general membership meetings.
- c. Assume overall leadership which includes filling executive board positions.
- d. Fill out any paperwork and attend any meetings required by the Student Senate.
- e. Manage the student group website in conjunction with the group's advisor.
- f. Other duties may be added which are beneficial to your student group.

Section 3 Responsibilities of the Vice President shall be to:

- a. Assume the duties of the President in his/her absence and in the case of the President's inability to complete his/her term, to serve as interim President until another appointment has been made.
- b. Act as an ex-officio member of all committees.
- c. Other duties may be added which are beneficial to your student group.

Section 4 Responsibilities of the Treasurer shall be to:

- a. Maintain an accurate record of all group finances.
- b. Prepare the following year's budget requests in conjunction with the President, Advisors and committees.
- c. Prepare monthly financial statements for each committee.
- d. Process all financial payments, deposits and requests for funds for all committees and officers.
- e. Other duties may be added which are beneficial to your student group.

Section 5 Responsibilities of the Secretary shall be to:

- a. Maintain accurate attendance records of all members to determine active/inactive status.
- b. Prepare all meeting agendas and handouts.
- c. Maintain an accurate record of all meeting notes.
- d. Maintain the student group email account.
- e. Other duties may be added which are beneficial to your student group.

Article VI Elections

Section 1 Term of office for the elected officers shall be for one academic school year (ex. May - April).

Section 2 Eligibility for election:

- a. Any member in good academic standing shall be eligible to run for an office/position. (i.e., good standing is defined as having a minimum of 2.0 GPA)
- b. Member must have been an active member of the group for at least one semester.

Section 3 Nominations for each office shall be accepted from the floor at the scheduled elections meeting.

Section 4 Voting

- a. All active members of the group are eligible to vote.
- b. The ballot will include all nominees/positions and will allow one vote per member.
- c. Majority vote of 2/3 will determine the winner for each position.
- d. If there is a tie, the president will cast the vote to determine the winner.

Section 5 Vacancy

- a. If an elected officer position is open the remaining officers shall work together to accomplish the responsibilities of the vacant position, until the position has been filled.
- b. If the executive board so chooses they may elect an active member in good standing to fill the vacant position.

Article VII Committees

This article should outline any committees and their responsibilities, if necessary.

Section 1 The committees for this group include membership, fundraising, and community service. The executive board can create ad-hoc as needed or identified by the general membership body.

Section 2 The responsibilities for the General Membership Committee shall be to:

- a. Works with the secretary to maintain accurate attendance records.
- b. Plans social events for the general membership.
- c. Organizes a membership and recruitment campaign.

Section 3 The responsibilities for the Fundraising Committee shall be to:

- a. Works with the treasurer to identify fundraising needs.
- b. Coordinates all fundraising activities.

Section 4 The responsibilities for the Community Service Committee shall be to:

- a. Works with the President to establish community relationships and partnerships .
- b. Coordinates all community service initiatives.
- c. Maintains accurate records for all service projects.

Article VIII Meetings

This article shall outline how often your group will meet. All student groups are required to meet at least once per semester.

Section 1 Executive Board Meetings:

- a. All executive board members shall be in attendance unless an emergency arises or prior notification is given to the President for an excused absence.

General Member Meetings:

- a. Will be held at least ___ (per semester/month) and the day and time will be determined by the officers.
- b. Special meetings may be called by the President or other officers as the need arises.

Committee Meetings:

- a. All committees shall meet at least ___ (per month/semester) as determined by the committee chairperson
- b. Special meetings may be called by the committee chairperson as the need arises.

Section 2 Notice of all meetings will be emailed to all members and may be posted on social media (Facebook, Twitter, etc.).

Section 3 Quorum for all General and Committee meetings shall consist of 2/3 of active members.

Article IX Ratification

- Section 1 A review of the constitution shall be conducted by the Executive Board in conjunction with the general members and advisor.
- Section 2 Discussion on the proposed amendments or changes will be discussed at a general meeting and will require a 2/3 vote of all active members.
- Section 3 Changes to the constitution are not final until they are approved by the Student Group Committee and the Student Senate

Article X Advisor

Section 1 The advisor of this group shall be _____.

Section 2 The duties of the advisor shall include:

- a. All student groups are required to have an advisor(s) who is/are a member of the faculty, staff, administration or University affiliate.
- b. Advise student groups in the exercise of responsibility, but not have the authority to control the policy of a student group.
- c. Possess knowledge of the rules, regulations, policies and structures of the University as well as the Student Code of Conduct. I should also possess a knowledge and understanding of the goals and objectives of the student group I advise.
- d. In the event that I cease my advisor status, the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify the Student Senate Vice President in order to make note of the change.
- e. A student group may request to have more than one advisor approved by the Student Group Committee however; one must be designated as having the responsibility for overseeing all financial matters of the group.
- f. To manage the Student Group website in conjunction with the President.
- g. The primary advisor shall advise and assist the Treasurer in all financial concerns.
- h. Provide contact information:
 - University position
 - University office location
 - University phone number
 - University email address

Article XI External Affiliation

The Student Group does not have any external affiliations with outside organizations
**If groups are affiliated with an organization on a national, state, or local level this information should be listed here.*

Article XII Impeachment and Removal of Officers

- Section 1 Executive Board Members may be removed from the group for infringements of our Constitution or Shippensburg University policies.
- Section 2 Removal of an Executive Board Member:
- a. A written statement outlining the infringements of the Constitution or Shippensburg University policies must be submitted to the Executive Board requesting removal of an executive board member(s):
 - Indicating the reasons for removal.
 - The charged member(s) full name(s).
 - The individual(s) filing the complaint, contact number and email.

- b. The Executive Board will notify the member(s) of the removal request and the infringements outlined for removal within 48 hours of reviewing the request.
- c. A meeting of the general membership will be held for the removal proceedings.
 - At this meeting the individual(s) filing the complaint and the charged member(s) will both have an opportunity to present their case.
 - A two-thirds vote of the active general membership shall be required to vote in favor of the removal.
 - If a member is removed, he or she is thereby removed from his or her position.

Section 3 If an Executive Officer is removed, a new Student Group Information Sheet shall be submitted to the Student Senate Office, CUB 201.

By-Laws

If your group has specific by-laws that they would like to include this should be a separate document attached with the constitution. By-laws may include the following:

- a. Any standing rules for your group (ex. Office hours, required events, etc)
- b. Statements of beliefs (ex. Mission Statement, quotes, etc)
- c. Operating procedures (ex. Ticket sales)
- d. Governing rules and policies through external affiliations (the organization you have an external affiliation with must be listed in Article XI of this constitution.

Shippensburg University Student Services, Inc.
New Line Item Request Form

This form needs to be filled out if a student group would like to move money to each new account in its budget proposal. This form should also be included with the Budget Request Form for any student group that wishes to create a new line item. All lines must be filled out. Incomplete forms may not be considered.

Student Group Name _____
 Student Treasurer Name _____
 Signature of Student Treasurer _____
 Signature of Student Group Advisor _____
 Date of Request _____
 Email Address & Telephone Number _____

New Line Item Name _____ Amount \$ _____

Reason for New Line Item _____

New Line Item Name _____ Amount \$ _____

Reason for New Line Item _____

Additional Comments

Return completed form to:

Student Association Treasurer
 Student Senate Office
 CUB Room 201

Office Hours: M-F 8:30 a.m. – 4:30 p.m.
 Office Telephone: 717-477-1651
 Email: sentreas@ship.edu

Shippensburg University Student Services, Inc.
Additional Allocation Request Form

This form is to be filled out for each additional allocation request that a student group wishes to make. It shall include an itemized proposal that includes several quotes for any item that is to be purchased using Student Senate allocated monies. If no itemized proposal is attached, the Budget and Finance Committee reserves the right to deny the following request. All lines must be filled out. Incomplete forms may not be considered.

Student Group Name _____
Student Treasurer Name _____
Signature of Student Treasurer _____
Signature of Student Group Advisor _____
Date of Request _____
Email Address & Telephone Number _____

Additional Allocation Information

Line Item Number _____

Summarize the purpose of additional allocation (*Attach any supporting documents*)

Total Cost (*Attach a separate sheet, if necessary, of a detailed cost breakdown*)

Total Amount \$ _____

Return completed form to: Student Association Treasurer Office Hours: M-F 8:30 a.m. – 4:30 p.m.
Student Senate Office Office Telephone: 717-477-1651
CUB Room 201 Email: sentreas@ship.edu

Shippensburg University Student Services, Inc.

Increased Line Item Request Form

This form is to be filled out for each increase in each line item request that a student group wishes to make. This form should also be included with the Budget Request Form for any student group that wishes to increase a line item. It shall include an itemized proposal that includes several quotes for any item that is to be purchased using Student Senate allocated monies. All lines must be filled out. Incomplete forms may not be considered.

Student Group Name _____

Student Treasurer Name _____

Signature of Student Treasurer _____

Signature of Student Group Advisor _____

Date of Request _____

Email Address & Telephone Number _____

Increased Line Item Information

Line Item Name _____

Summarize the purpose of the increased line item request (*Attach any supporting documents*)

Total Cost (*Attach a separate sheet, if necessary, of a detailed cost breakdown*)

Total Amount \$ _____

Return completed form to: Student Association Treasurer
Student Senate Office
CUB Room 201

Office Hours: M-F 8:30 a.m. – 4:30 p.m.
Office Telephone: 717-477-1651
Email: senreas@ship.edu

Shippensburg University Student Services, Inc.
Conference Funding Request Form

This form is to be filled out for each conference a student group attends and is handed in with the Budget Request Form or prior to conference departure. Included in its information is conference name, location, dates, estimated cost and details of the conference. All lines must be filled out. Incomplete forms may not be considered.

Student Group Name _____
Student Treasurer Name _____
Signature of Student Treasurer _____
Signature of Student Group Advisor _____
Date of Request _____
Email Address & Telephone Number _____

Conference Information

Conference Title _____
Organization Hosting Conference _____
(Please no acronyms – Spell it out)
Location of Conference _____
Dates of Conference From _____
To _____

Summarize the purpose of the conference *(Attach a detailed proof of conference i.e., brochure, website printout or any handout)*

Total Cost *(Attach a separate sheet of a detailed cost breakdown, i.e., meals, transportation, lodging, etc.)*

Total Amount \$ _____

Return completed form to: Student Association Treasurer Office Hours: M-F 8:30 a.m. – 4:30 p.m.
Student Senate Office Office Telephone: 717-477-1651
CUB Room 201 Email: sentreas@ship.edu

Shippensburg University Student Services, Inc.
Transfer of Funds Request Form

This form shall be completed by a student group who wishes to move money from one line item in their allocated budget proposal to another line item within their allocated budget. The reason and/or purpose that is required for transferring such monies must be stated. All lines must be filled out. Incomplete forms may not be considered.

Student Group Name _____
 Student Treasurer Name _____
 Signature of Student Treasurer _____
 Signature of Student Group Advisor _____
 Date of Request _____
 Email Address & Telephone Number _____

From Amount \$ _____
 Line Item Name _____
 Line Item Number _____

To Reason for Transfer _____
 Line Item Name _____
 Line Item Number _____

From Amount \$ _____
 Line Item Name _____
 Line Item Number _____

To Reason for Transfer _____
 Line Item Name _____
 Line Item Number _____

From Amount \$ _____
 Line Item Name _____
 Line Item Number _____

To Reason for Transfer _____
 Line Item Name _____
 Line Item Number _____

Return completed form to:

Student Association Treasurer
 Student Senate Office
 CUB Room 201

Office Hours: M-F 8:30 a.m. – 4:30 p.m.
 Office Telephone: 717-477-1651
 Email: sentreas@ship.edu

Shippensburg University Student Services Inc. - Student Association

Budget Request Form

Fiscal Year 2012 - 2013
 July 1, 2012 to June 30, 2013

Submit Six Copies

Use Back of Page for Any Additional Information

Advisors and officers must sign

--	--

	Name	Email Address	Phone	Signature
President:	_____	_____	_____	_____
Vice President:	_____	_____	_____	_____
Treasurer:	_____	_____	_____	_____
Secretary:	_____	_____	_____	_____
Advisor:	_____	_____	_____	_____

Expected Income (From Dues): _____	Active Members: _____
Total 2011-2012 Allocation: _____	Total 2012-2013 Request: _____
Income Commitment (If Any): _____	Income Commitment (If Any): _____
Net Cost to S.A.: _____	Net Cost to S.A.: _____

Budget	Line	Item	2011-2012 Actual Allocation	2012-2013 Allowed Request	2012-2013 Requested Amount (Use Whole \$ Amount)	2012-2013 Actual Allocation
500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Totals:

B and F Committee Notes:

Return six copies of the completed form to the Student Senate Office, CUB-201 by 4:00 p.m. Friday, February 10, 2012



Shippensburg University Student Services, Inc.

Contract of Conduct

This form, along with a Conference Funding Request Form, must be turned in two (2) weeks prior to the conference dates. After submission, a member of the student group's executive board must be in attendance of a Budget & Finance meeting. Such meetings will take place in the Fiscal Office. The exact date, in which a member of the student group's executive board member will attend, shall be decided by the SA Treasurer and will be announced to the student group.

As a representative of _____ (student group name), we hereby agree to fulfill all of the terms listed below as a delegate to the _____ (name of conference) on _____ (date(s) of conference).

1. I understand that as a representative of Student Services, Inc. and Shippensburg University, I will stay with the delegation at the hotel, and return with the delegation, via transportation provided by Student Services, Inc. Exceptions to transportation can be made under certain circumstances.
2. I will attend and participate in all obligated sessions.
3. I realize that I am a representative of Shippensburg University Student Services, Inc. (SUSSE) and I have been chosen to represent it and its interests. As such a representative, I understand that any actions I take at the conference will positively or negatively affect people's opinions about my student group and my university and as a delegate, I will engage in behaviors which are responsible and mature. Any violations of the Student Code of Conduct, use of illegal substances, and disruptive, abusive or inappropriate behavior may result in dismissal from the conference or hotel. If I am asked to leave, I understand that I must reimburse the student group for any expenses it covers for my participation in the conference. I also agree that I, and not SUSSE, will be held responsible for any extra expenses that may arise out of property damage bills.
4. I will share all of the information from the educational sessions/workshops with the rest of my student group and any other interested organizations or individuals.

Print Delegate Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FAILURE TO COMPLETE FORM FOR ALL PROPOSED MEMBERS ATTENDING THE CONFERENCE WILL RESULT IN NO ALLOCATION BEING MADE

Ship/Bill To:

SHIPPENSBURG UNIVERSITY
STUDENT SERVICES, INC.

Fiscal Office, CUB 204

1871 Old Main Drive

Shippensburg, PA 17257-2299

Telephone: (717) 477-1730

FAX: (717) 477-8636

Date: _____

TO: _____

N _____

NO

PURCHASE ORDER

QUANTITY	ITEMS AND SPECIFICATIONS	UNIT PRICE	EXTENSION PRICE

For: _____ Signed: _____
President

S.U. STUDENT SERVICES, INC.
PETTY CASH EXPENDITURE REQUEST FORM

Organization/ _____ Organization No. _____ Date _____
 Athletic Team _____ Athletic Team No. _____ Date(s) Used _____

Opponent and /or Purpose of Trip _____

		Organization Budget			A=Org.
		Line Item Number			Advisor
		1-500 - ___-401			S=Student
MEALS	No. in Group _____	Extended Amts.	Names of Individuals		C=Coach
			First Name	Last Name	R=Recruit
					O=Other
Breakfast	# _____ @ \$5.00 each =	\$ _____	_____	_____	_____
Lunch	# _____ @ \$6.00 each =	\$ _____	_____	_____	_____
Dinner	# _____ @ \$10.00 each =	\$ _____	_____	_____	_____
Total Meals		\$ _____	_____	_____	_____

TRAVEL	1-500 - ___-203/204	
Destination	_____	Head Coach Authorization
Mileage:	_____ @ \$.30/mile = \$ _____	Approved By: _____
Turnpike Tolls (Attach Receipts)	\$ _____	Date: _____

1-500 - ___-402	
LODGING (Attach Receipts)	\$ _____
OTHER (Attach Receipts)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenditure	\$ _____
Cash Advance Received	\$ _____
Balance Due	\$ _____
Balance Returned	\$ _____

Signature of Advisor or Authorized Officer	I Received Payment
Approved By: _____	Signature: _____
Date: _____	Date: _____

S.S. Fiscal Office Approval
 Sig.-Initials: _____ Date: _____

REV-1220 AS + (9-0R)(1)



PENNSYLVANIA EXEMPTION CERTIFICATE

CHECK ONE:

- STATE OR LOCAL SALES AND USE TAX
 STATE OR LOCAL HOTEL OCCUPANCY TAX
 PUBLIC TRANSPORTATION ASSISTANCE TAXES AND FEES (PTA)
 VEHICLE RENTAL TAX (VRT)

(Please Print or Type)

This form cannot be used to obtain a Sales Tax License Number, PTA License Number or Exempt Status.

**Read Instructions
On Reverse Carefully**

THIS FORM MAY BE PHOTOCOPIED – VOID UNLESS COMPLETE INFORMATION IS SUPPLIED

- CHECK ONE:** PENNSYLVANIA TAX UNIT EXEMPTION CERTIFICATE (USE FOR ONE TRANSACTION)
 PENNSYLVANIA TAX BLANKET EXEMPTION CERTIFICATE (USE FOR MULTIPLE TRANSACTIONS)

Name of Seller, Vendor, or Lessor

Street	City	State	ZIP Code
--------	------	-------	----------

NOTE: Do not use this form for claiming an exemption on the registration of a vehicle. To claim an exemption from tax for a motor vehicle, trailer, semi-trailer or tractor with the PA Department of Transportation, Bureau of Motor Vehicles, use one of the following forms:

- FORM MV-1 Application for Certificate of Title (first time registrations)
 FORM MV-4ST Vehicle Sales and Use Tax Return/Application for Registration (other registrations)

Property and services purchased or leased using this certificate are **exempt** from tax because: (Select the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested.)

1. Property or services will be used directly and predominately by purchaser in performing purchaser's operation of: _____
2. Purchaser is a/an: _____
3. Property will be resold under License Number _____ (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
4. Purchaser is a/an: Charitable Organization holding Exemption Number 75-579-912
5. Property or services will be used directly and predominately by purchaser performing a public utility service.
 PA Public Utility Commission PUC Number _____ and/or US Department of Transportation MCMX _____
6. Exempt wrapping supplies, License Number _____ (If purchaser does not have a PA Sales Tax License Number, include a statement under Number 7 explaining why a number is not required.)
7. Other _____
 (Explain in detail. Additional space on reverse side.)

I am authorized to execute this Certificate and claim this exemption. Misuse of this Certificate by seller, lessor, buyer, lessee, or their representative is punishable by fine and imprisonment.

Name of Purchaser or Lessee	Signature	EN	Date
Shippensburg University Student Services, Inc.	Please sign after printing.	54-2101819	
Street	City	State	ZIP Code
1871 Old Main Drive, CUB 204	Shippensburg	PA	17257

1. ACCEPTANCE AND VALIDITY:

For this certificate to be valid, the seller/lessor shall exercise good faith in accepting this certificate, which includes: (1) the certificate shall be completed properly; (2) the certificate shall be in the seller/lessor's possession within 60 days from the date of sale/lease; (3) the certificate does not contain information which is knowingly false; and (4) the property or service is consistent with the exemption to which the customer is entitled. For more information, refer to Exemption Certificates, Title 61 PA Code §32.2. An invalid certificate may subject the seller/lessor to the tax.

2. REPRODUCTION OF FORM:

This form may be reproduced but shall contain the same information as appears on this form.

3. RETENTION:

The seller or lessor must retain this certificate for at least four years from the date of the exempt sale to which the certificate applies.

DO NOT RETURN THIS FORM TO THE PA DEPARTMENT OF REVENUE.

4. EXEMPT ORGANIZATIONS:

This form may be used in conjunction with form REV-1715, Exempt Organization Declaration of Sales Tax Exemption, when a purchase of \$200 or more is made by an organization which is registered with the PA Department of Revenue as an exempt organization. These organizations are assigned an exemption number, beginning with the two digits 75 (example: 75-0000-0).

Reset Form

NEXT PAGE

PRINT

GENERAL INSTRUCTIONS

Those purchasers set forth below may use this form in connection with the claim for exemption for the following taxes:

- a. State and Local Sales and Use Tax;
- b. PTA rental fee or tax on leases of motor vehicles;
- c. Hotel Occupancy Tax if referenced with the symbol (●);
- d. PTA fee on the purchase of tires if referenced with the symbol (+);
- e. Vehicle Rental Tax (VRT)

EXEMPTION REASONS

- 1.) Property and/or services will be used directly and predominately by purchaser in performing purchaser's operation of:
- | | | | | | |
|------------------|-----------|-------------|---------------|------------|-----------------|
| A. Manufacturing | B. Mining | C. Dairying | D. Processing | E. Farming | F. Shipbuilding |
|------------------|-----------|-------------|---------------|------------|-----------------|

This exemption is not valid for property or services which are used in: (a) constructing, repairing, or remodeling of real property, other than real property which is used directly in exempt operations; or (b) maintenance, managerial, administrative, supervisory, sales, delivery, warehousing or other nonoperational activities. Effective October 1, 1991, this exemption does not apply to certain services and PTA tire fee.

- 2.) Purchaser is also:
- + A. Instrumentality of the Commonwealth.
 - + B. Political subdivision of the Commonwealth.
 - + ● C. Municipal Authority created under the "Municipality Authorities Acts".
 - + ● D. Electric Cooperative Corporations created under the "Electric Cooperative Law of 1990".
 - + ● E. Cooperative Agricultural Associations required to pay Corporate Net Income Tax under the Cooperative Agricultural Association Corporate Net Income Tax Act (exemption not valid for registered vehicles).
 - + ● F. Credit Unions organized under "Federal Credit Union Act" or Commonwealth "Credit Union Act".
 - + ● G. United States Government, its agencies and instrumentalities.
 - + ● H. Federal employee on official business (Exemption limited to Hotel Occupancy Tax only. A copy of orders or statement from supervisor must be attached to this certificate.)
 - I. School Bus Operator (This Exemption Certificate is limited to the purchase of parts, repairs or maintenance services upon vehicles licensed as school buses by the PA Department of Transportation. For purchase of school buses, see NOTE below.)
- 3.) Property and/or services will be resold or rented in the ordinary course of purchaser's business. If purchaser does not have a PA Sales Tax License Number, complete Number 7 explaining why such number is not required. This Exemption is valid for property or services to be resold: (1) in original form; or (2) as an ingredient or component of other property.

- | | | |
|--|--|---|
| <p>4.) Renewable Entities beginning with the two numbers 75:</p> <ul style="list-style-type: none"> A. Religious Organization B. Volunteer Firemen's Organization C. Nonprofit Educational Institution D. Charitable Organization | <p>Permanent Exemptions beginning with the two numbers 76:</p> <ul style="list-style-type: none"> E. School District | <p>Special Exemptions:</p> <ul style="list-style-type: none"> F. Direct Pay Permit Holder + ● G. Individual Holding Diplomatic ID H. Keystone Opportunity Zone I. Tourist Promotion Agency |
|--|--|---|

Exemption limited to purchase of tangible personal property or services for use and not for sale. The exemption shall not be used by a contractor performing services to real property. An exempt organization or institution shall have an exemption number assigned by the PA Department of Revenue and diplomats shall have an identification card assigned by the Federal Government. The exemption for categories "A, B, C and D" are not valid for property used for the following: (1) construction, improvement, repair or maintenance of any real property, except supplies and materials used for routine repair or maintenance of the real property; (2) any unrelated activities or operation of a public trade or business; or (3) equipment used to maintain real property.

- 5.) Property or services will be used directly and predominately by purchaser in the production, delivery, or rendition of public utility services as defined by the PA Utility Code.
- This Exemption is not valid for property or services used for the following: (1) construction, improvement, repair or maintenance of real property, other than real property which is used directly in rendering the public utility services; or (2) managerial, administrative, supervisor, sales or other nonoperational activities; or (3) tools and equipment used but not installed in maintenance of facilities or direct use equipment. Tools and equipment used to repair "direct use" property are exempt from tax.
- 6.) Vendor/Seller purchasing wrapping supplies and nonreturnable containers used to wrap property which is sold to others.
- 7.) Other (Attach a separate sheet of paper if more space is required.)

SA Fundraising Application
(please print legibly)

The application must be filled out **completely** or it will not be considered for approval. Consult the SGAC Guidelines found at the Student Senate website, *ssi.ship.edu/senate* and the back of this application for assistance in completing this.

Applications will be stamped by the office secretary with the date and time of submission. The office secretary is located in the Senate Office, CUB 201, Monday through Friday, 8:30 a.m. to 4:30 p.m. The date stamped by the secretary will be the date considered when your application is reviewed.

DATE AND TIME OF THE APPLICATION *(stamped by office)* _____

NAME OF INDIVIDUAL OR GROUP APPLYING _____

TYPE OF ACTIVITY (Circle ONE): Fundraiser Benefit Other

DETAILED DESCRIPTION OF ACTIVITY _____

PRODUCT(S) TO BE SOLD (**BE SPECIFIC**) _____

PROPOSED PLACE OF ACTIVITY _____

PROPOSED DATE OF ACTIVITY (List two different dates, the first may not be available)

1st Choice _____

2nd Choice _____

SIGNATURE FOR AUTHORIZATION TO USE CAMPUS FACILITY IF NECESSARY

See attached sheet for the appropriate contact(s)

I am fully aware of the procedures for fundraising activities as stated in the SGAC Guidelines and I assume full responsibility for these guidelines being followed.

PRINT NAME _____

PRINT ADDRESS AND PHONE NUMBER _____

SIGNATURE OF ADVISOR _____

Please read and sign the reverse side of this application. Failure to do so will result in an incomplete form.

Completion of this form does not confirm event location.

GENERAL GUIDELINES FOR FUNDRAISING PERMITS
Limited Enterprise

(Read the SGAC Guidelines for the complete list of Guidelines and Violations)

1. The group applying for the permit is responsible for reserving space on events.ship.edu.
2. Permits for monthly food products will be approved for a period not to exceed one calendar month. Food sale contracts at athletic events are exempt from this clause when approved by SGAC.
3. All fundraisers require approval and permits must be at the event at all times.
4. No raffles or games of chance are permitted on campus.
5. Approved permits must be picked up in the Student Senate Office. Failure to do so can result in a fine up to \$100.00

Upon approval, all permits will be available in the Senate Office, CUB 201. If your first choice of date is not available, your second choice of date will be considered.

**** YOU MUST PICK UP YOUR PERMIT BEFORE THE DATE OF YOUR EVENT ****

6. Planning and advertising for events must be done after approval of the application is granted.
7. Selling without a permit is prohibited. An organization may have a photocopy of their permit for members of the group to carry around.
8. A complete list of the SGAC guidelines and violations may be found at the Student Senate website, ssi.ship.edu/senate.
9. Groups sponsoring outside vendors shall fill out the top portion of the Solicitation Agreement and submit the entire document, along with the fundraising application, to the Student Senate Office. Prior to the first day of the fundraiser, the student group must pick up their approved fundraising permit, along with the Solicitation Agreement, and have a representative from the outside vendor sign the top sheet of the Solicitation Agreement as evidence they understand the Rules and Procedures of the University. The top sheet must then be returned to the Student Senate Office.
10. Food sales, distributions and giveaways, of any kind in which the product being sold is homemade (bake sales, spaghetti dinners, etc.) shall not be permitted. Please refer to the Student Group & Activities Committee Guidelines in the [Swataney](#) for further details.

I HAVE READ THE ABOVE AND I AM FULLY AWARE OF ALL THE SGAC GUIDELINES.

I WILL MAKE SURE INDIVIDUALS PARTICIPATING IN THIS EVENT ARE AWARE OF ALL THE GUIDELINES AS WELL.

STUDENT SIGNATURE _____

DATE _____



SOLICITATION AGREEMENT

****Please fill out the top part of this form. Submit this form, rules attached, with your permit application****

GROUP: _____

NAME OF COMPANY: _____

DATE(s) COMPANY COMING TO CAMPUS: _____

PRODUCT(s) TO BE SOLD: _____

TERMS:

1. A company can sell its product up to two (2) days per semester.
2. The officer or member of sponsoring group **MUST** help with set up of table.
3. At the time of set up, representative **MUST** sign this form as evidence they understand Rules & Procedures of the University.
4. The top sheet of the Solicitation Agreement should then be turned into the Student Senate Office, CUB 201, before start of solicitation. (Representative **MUST** retain the remaining permit and Solicitation Agreement.)
5. The representative from the company **MUST** stay in the designated area; violation of this rule may cause representative to be asked to leave the premises.
6. Students may not be approached for solicitation purposes.

_____/_____
Signature Group President/Date

_____/_____
Signature Company Representative/Date

_____/_____
Signature Student Senate Office
Administrative Assistant/Date & Time

VIOLATION OF THESE RULES WILL RESULT IN SUSPENSION OF PERMIT AND FUTURE PERMITS



Table Tent Request Form

Please complete all appropriate sections and return this form to the **CUB Information Desk**. Incomplete forms will be returned. Student groups and Departments/Offices may only advertise campus events and services.

Table Tent Policies (Advertisements are allowed for one-(1) calendar week Sunday-Saturday)

Please be aware of the following policies:

- Table tent requests must be submitted using this form at least one-(1) week before the date requested.
- Table tent reservations will be approved on a first-come, first-served basis.
- Table tents may only be used to promote events and services; they may not be used to advertise meetings or fundraisers.
- **Maximum table tent height is 11". It is preferred that an 8 ½" x 11" piece of paper be folded into half or into quarters in order to stand upright.**
- Table tents cannot contain any reference to the sale or service of drugs/alcoholic beverages.
- Group/department/office who display table tents are responsible for removing them from their respective locations at the end of their reservation.

Group/Department/Office _____

Contact Person _____

Phone Number _____ E-Mail _____

Event Title/Service _____

Event Date _____ Time _____ Location _____

Dates Requested for Table Tent Display _____

Table Tent Locations – mark all locations where you will be placing table tents:

*The number next to each location is the maximum amount of table tents you can display

Ceddia Union Building: _____ Raider Room (110*) _____ McFeely's (19*) _____ Great Hall (8*)

Dining Locations: _____ Reisner Hall (167*) _____ Kriner Hall (77*) _____ Century Café (17*)

Other Locations: _____ MCT Lounge (12*)

Office Use Only

Date Received _____ Approved _____ Not Approved _____

Name _____ Signature _____ Date _____

SU Academic Quad Reservation & User Guidelines & Procedures

As of November 17, 2011

The SU Academic Quad is defined as the area bordered by the Ezra Lehman Memorial Library (LL), Franklin Science Center (FSC), Shippen Hall (SPH) and the Dauphin Humanities Center (DHC)/ Mathematics and Computing Technologies Center (MCT). The triangle grass area located within the sidewalks of the quad can be reserved for planned events & activities. Examples of some previous events include, but are not limited to 9/11 & Veterans Day events, Earth Day, Homecoming, etc. These guidelines & procedures are not intended to prevent free speech or public gatherings/rallies and any person or group can gather for impromptu events. The purpose for these guidelines and procedures is to ensure space for those individuals or groups who have reserved the space.

RESERVATION GUIDELINES

- The University Union & Student Activities (CUB) is responsible for scheduling the Academic Quad and inquiries can be made at extension 1693 / (717) 477 - 1693 or by visiting the CUB Information Desk.
- Reservations for the Academic Quad can be made through the Astra Schedule events.ship.edu and are requested at least two-(2) weeks in advance or requests will be approved as space is available.
- Only one-(1) event will be scheduled for any specific time period on the grass triangle area only.
- Equipment needs for all events must be submitted requested no later than two-(2) weeks in advance of event through the Facilities Management Department work request system (WebTMA) <http://shipapp14.ship.edu/tmalogin/>.
- Student Groups will need to have their advisors submit work requests.

POLICIES & PROCEDURES

- NO AMPLIFIED SOUND is permitted that disrupts the academic environment.
~ Amplified sound is defined as any sound that is broadcasted through electronically amplified equipment or sound that is electronically enhanced.
- Profit Making Permits (Limited Enterprise) are required for this area when applicable. Please refer to the hard copy or online version of The Swataney (Student Handbook).
- Inquiries should be addressed to the Student Senate Office in CUB 201 or extension 1651 / (717) 477 - 1651.

QUESTIONS & INQUIRIES

- All inquiries & questions regarding use of the Academic Quad should be addressed with Ashley White, Assistant Director for Student Group Services & Leadership Development at extension 1560 or (717) 477 - 1560.

Service Agreement Forms for Student Groups

Service Agreements are required by student groups who purchase events or services from a service provider where a contract is not executed. Service Agreements must be prepared by the Assistant Director for Student Group Services & Leadership Development (SGS & LD) no later than four-(4) business weeks prior to the date of the event. These forms ensure that events where a speaker/lecturer, performer/artist, or DJ is used, or events where prize money is given away, are executed in a timely and secure fashion. The Assistant Director for SGS & LD's office is located behind the Ceddia Union Building (CUB) Information Desk. If they are unavailable, the Assistant Director for Campus Activities & Programming is also able to help prepare Service Agreements.

Service Agreement Forms include:

- Basic Service Agreement for Speakers/Lecturers or Performers/Artists (\$100-\$1,000)
- Service Agreement for Speakers/Lecturers or Performers/Artists (\$1,001 and Up)
- Service Agreement for DJ's
- Service Agreement for Prize Winners

Shippensburg University, Student Services, Inc
1871 Old Main Drive, Shippensburg, Pennsylvania 17257 - 2299

BASIC SERVICE AGREEMENT
For Speakers/Lecturers or Performers/Artists (\$100 - \$1,000)

This service agreement is being made between **Shippensburg University, Student Services, Inc. (SUSSI)** herby referred to as the purchaser and **[NAME OF PROVIDER]** now referred to as service provider on this **[DATE]**.

This service agreement is to contract and confirm the services of:

NAME

ADDRESS

PHONE

EMAIL

CHECK PAYABLE TO

Social Security Number or FED ID #

DATE of ENGAGEMENT/SERVICE(s)

LOCATION

EVENT TIME

NATURE OF EVENT (i.e. musician, comedian, lecture and topic, etc.)

FEE
(All payments will be made by University Check made payable immediately after the performance.)

Service Provider/Artist Signature

Date

Shippensburg University, Student Services, Inc
1871 Old Main Drive, Shippensburg, Pennsylvania 17257 - 2299

SERVICE AGREEMENT

For Speakers/Lecturers or Performers/Artists (\$1,001 and Up)

This service agreement is being made between **Shippensburg University Student Services, Inc. (SUSSI)** herby referred to as the purchaser and **[NAME OF PROVIDER]** now referred to as service provider on this **[DATE]**.

This service agreement is to contract and confirm the services of:

CONTRACTED EVENT/ARTIST

ADDRESS

PHONE

EMAIL

CHECK PAYABLE TO

Social Security Number or FED ID #

DATE of ENGAGEMENT/SERVICE(s)

LOCATION

EVENT TIME

PERFORMANCE TIME

FEE

(All payments will be made by check made payable immediately after the performance.)

HOSPITALITY, TECHNICAL & EVENT REQUIREMENTS

1. Purchaser will provide the following:

- a.
- b.

2. Service Provider

- a.
- b.

3. Additional

- a.

[Additional information may be added as needed]

Additional Terms and Conditions

The following additional terms and conditions are incorporated in and are part of the agreement attached hereto.

1. PURCHASER agrees to furnish as its sole cost and expense all that is necessary for the proper presentation of the performance(s) set forth in the Agreement (the "Performance(s)"), and if required by ARTIST/SERVICE PROVIDER, any and all rehearsals therefore, including but not limited to:
 - a. Equipment, materials, labor, licenses, permits, including, but not limited to, a suitable venue (well-heated, lighted, clean, and in good order), a public address system in working condition (including microphone(s) in number and quality as required by ARTIST/SERVICE PROVIDER) when advanced to purchaser and clean, well-lighted dressing room(s)/area(s) when available;
 - b. All stagehands, stage carpenters, electricians, electrical operators, and any other labor as necessary and or required by national or local union(s) to take in, hang, work and take out all materials required for the Performance(s), including, but not limited to, scenery, properties and baggage;
 - c. Any musicians and musical contractors, as may be required by any national and local union(s) in connection with the Performance(s), and any rehearsals therefore; provided, however, that ARTIST/SERVICE PROVIDER shall have the right to name such musical contractor and to approve such musicians;
 - d. All lights, tickets, house programs, licenses, including, but limited to, any performing rights licenses, special police and security, ushers, ticket sellers, and ticket takers;
 - e. Appropriate and sufficient advertising and publicity as customarily provided on a first-class basis and PURCHASER shall pay for all necessary expenses in connection with such required advertising and publicity.
2. PURCHASER will comply professionally with ARTIST/SERVICE PROVIDER directions regarding the arrangement of stage décor and settings for the Performance(s).
3. In conjunction with PURCHASER'S designated representative(s), ARTIST/SERVICE PROVIDER will share control over the production, presentation, and performance of the Performance(s), including but not limited to, the details, means, and methods of the performances of the performing artist hereunder. ARTIST/SERVICE PROVIDER will share as sees fit to designate and change, at any time, the performing personnel.
4. The Performance(s) to be furnished by ARTIST/SERVICE PROVIDER shall receive billing in such order, form and size, and prominence as directed by ARTIST/SERVICE PROVIDER.
5. PURCHASER will comply with all regulations and requirements of any national or local union(s) that may have jurisdiction over any of the materials, facilities, services, and personnel to be furnished by PURCHASER or ARTIST/SERVICE PROVIDER, or otherwise used in the Performance(s).
6. PURCHASER photographs all events at their venues and allows the university media organizations access to events for photographs and interviews with the campus newspaper, radio station and student television station. PURCHASER requests that ARTIST/SERVICE PROVIDER be allowed to take photographs for non reproduction purposes only and that student media allowed to take photographs for new reporting purposes only.
7. ARTIST/SERVICE PROVIDER will have the right to sell souvenir programs, and other merchandise, including audio recordings in any and all formats and media in connection with, and at the Performance(s) based on 80/20 Artist Sells and 100% for recorded music.
8. PURCHASER agrees that ARTIST/SERVICE PROVIDER may cancel the Performance(s) with thirty-(30) days notice to the PURCHASER. Any cancellation after thirty-(30) days will require that ARTIST/SERVICE PROVIDER reimburse PURCHASER for all funds used to promote/advertise, coordinate and execute the Performance(s) including deposits, production and personnel costs.

9. In the event that PURCHASER fails or refuses fully to perform any of its amended obligations hereunder, including but not limited to timely making any payments required by this Agreement:
 - a. ARTIST/SERVICE PROVIDER, in its sole and exclusive discretion, may immediately terminate this agreement
10. In the event of an alleged material breach of this Agreement by ARTIST/SERVICE PROVIDER, PURCHASER agrees that the maximum damages which PURCHASER may seek to recover will be limited to all out-of-pocket expenses directly incurred by PURCHASER relating to the Performance, including all out-of-pocket costs, taking into account any amounts that PURCHASER recovered or could have recovered using its best efforts to mitigate its damages.
11. PURCHASER does not do deposits. Payment will be made by SUSSI check at the conclusion of the event.
12. Force Majeure
 - a. A "Force Majeure Event" is defined as one or more of the following causes which renders performance impossible, impracticable or unsafe: death, illness of, or injury to ARTIST/SERVICE PROVIDER or a member of ARTIST'S/SERVICE PROVIDER'S immediate family, any of the ARTIST'S musician's or key personnel; theft, loss, destruction, or breakdown of instruments or equipment owned or leased by ARTIST/SERVICE PROVIDER; fire threat(s) or acts of terrorism; riot(s) or other form(s) of civil disorder in, around, or near the Performance(s) venue; strike, lockout, or other forms of labor difficulties; any act, order, rule, or regulation of any court, government agency, or public authority; act of God; absence of power or other essential services; failure of technical facilities; failure or delay of transportation not within ARTIST'S/SERVICE PROVIDER'S reasonable control; inclement weather; and/or any similar or dissimilar cause beyond ARTIST'S/SERVICE PROVIDER'S reasonable control, if artist is able, ready and willing to perform.
13. PURCHASER is adequately insured and no additional insured's will be added.
14. PURCHASER shall indemnify, protect and hold ARTIST/SERVICE PROVIDER, individual members of ARTIST/SERVICE PROVIDER, ARTIST'S/SERVICE PROVIDER managers, accountants, attorneys, agents and their respective contractors, employees, licensees, and delegates (collectively, the "Indemnified Parties") harmless, from and against any claim, demand, action, loss, cost, damage, or expense whatsoever (including, without limitation, reasonable attorney's fees) arising out of or in connection with the Performance, including but not limited to:
 - a. Any claim, demand, or action made by a third party, as a direct or indirect consequence of the Performance;
 - b. Any and all loss, damage and/or destruction occurring to ARTIST'S/SERVICE PROVIDER'S and/or their respective employee's, contractors', or agents' instruments and equipment at the place of the performance, including, but limited to, damage, loss, or destruction caused by forces beyond the parties control;
 - c. A breach or alleged breach of any warranty, representation, or agreement made by PURCHASER hereunder in connection with the Performance, including, without limitation, any failure by PURCHASER to perform any agreement entered into between PURCHASER and any third party; and
 - d. Damage or injury to any patrons, or the venue, or any fixture or personal property therein, caused by fans or any others not engaged by the ARTIST/SERVICE PROVIDER. For the avoidance of doubt, no claim, deduction, or offset will be made by PURCHASER in respect of same, unless proof of such damage and the cause thereof is provided to ARTIST/SERVICE PROVIDER, and ARTIST/SERVICE PROVIDER expressly agrees to such claim, deduction, or offset in writing.
 - e. ARTIST/SERVICE PROVIDER agrees to indemnify and hold PURCHASER harmless from the same as above.
15. PURCHASER shall pay all taxes and fees incurred due to Performance(s), including amusement taxes.

16. UNDER NO CIRCUMSTANCES WILL ARTIST/SERVICE PROVIDER AND/OR ARTIST BE LIABLE TO PURCHASER OR ANY THIRD PARTY IN CONTRACT, TORT, OR OTHERWISE, FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, OR SIMILAR DAMAGES THAT RESULT FROM THE PARTIES PERFORMANCE OR NON-PERFORMANCE HEREUNDER, INCLUDING BUT NOT LIMITED TO LOSS OF REVENUE OR LOST OF PROFITS, EVEN IF ARTIST/SERVICE PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
17. Each party represents and warrants that it has the right and authority to enter into this agreement, and that by entering into this Agreement, it will not violate, conflict with, or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien, or encumbrance to which it is a party or by which it may become subject. Each party shall, at its own expense, make, obtain, and maintain in force at all times during the term of this Agreement, all applicable filings, registrations, reports, licenses, permits, and authorizations necessary to perform its obligations under this Agreement. Each party shall as its own expense, comply with all laws, regulations, and other legal requirements that apply to it and this Agreement.
18. This Agreement constitutes the sole, complete, and binding agreement between the parties hereto regarding the subject matter hereof, and supersedes all prior communications between the parties. No amendment or modification of this Agreement shall be valid or binding upon the parties unless made in writing executed by an authorized representative of each party.
19. The PURCHASER'S venues are alcohol and drug free and these substances will not be provided as a part of any riders and may not be consumed in any of the PURCHASER'S venues.
20. This agreement shall be construed in accordance with the laws of the State of Pennsylvania without regard to its application of choice of laws. Any claim or dispute arising out of or relating to this Agreement or the breach thereof shall be settled by arbitration in Shippensburg, PA in accordance with the commercial rules and regulations then in effect of the American Arbitration Association. The parties hereto agree to be bound by the award of such arbitration and judgment upon the award may be entered in any court having jurisdiction thereof. Nothing in the Agreement shall require the commission of any act contrary to law or to any rule or regulation of any union, or similar body having jurisdiction over the Performance(s) or any element thereof. Wherever or whenever there is any conflict between any provision of this Agreement and any such law, rule or regulation, such law, rule or regulation shall prevail and this Agreement shall be curtailed, modified, or limited only to the extent necessary to eliminate such conflict.

Signatures by both parties shall be considered consent to all items and changes herein.

**Darrell Miller, Fiscal Officer
for Shippensburg University, Student Services, Inc.**

Date

Service Provider/Artist Signature

Date

Shippensburg University, Student Services, Inc
1871 Old Main Drive, Shippensburg, Pennsylvania 17257 - 2299

SERVICE AGREEMENT FOR DJ's

This service agreement is being made between **Shippensburg University, Student Services, Inc. (SUSSI)** herby referred to as the purchaser and **[NAME OF PROVIDER]** now referred to as service provider on this **[DATE]**.

This service agreement is to contract and confirm the services of:

NAME

ADDRESS

PHONE

EMAIL

CHECK PAYABLE TO

Social Security Number or FED ID #

DATE of ENGAGEMENT/SERVICE(s)

LOCATION

EVENT TIME

PERFORMANCE TIME

NATURE OF EVENT (i.e. musician, comedian, lecture and topic, etc.)

FEE
(All payments will be made by University Check made payable immediately after the performance.)

DJ is required to be set up by [TIME] when doors open for the event

1. DJ will provide DJ equipment except venue sound system and lights
2. DJ will be allowed two-(2) guest passes for load-in & load-out help
3. DJ must be set-up on time as indicated above or a 5% deduction will be applied to the Fee per 15 minute increments of being late

[Additional information may be added as needed]

Signatures by both parties shall be considered consent to all items and changes herein.

**Darrell Miller, Fiscal Officer
for Shippensburg University, Student Services, Inc.**

Date

Service Provider/Artist Signature

Date

Shippensburg University, Student Services, Inc
1871 Old Main Drive, Shippensburg, Pennsylvania 17257 - 2299
SERVICE AGREEMENT FOR PRIZE WINNER(S)

This service agreement is being made between **Shippensburg University, Student Services, Inc. (SUSSI)** herby referred to as the purchaser and **[NAME OF EVENT/ACTIVITY]** now referred to as service provider on this **[DATE]**.

NAME

ADDRESS

PHONE

EMAIL

CASH PAID TO

Social Security Number or FED ID #

DATE of EVENT/ACTIVITY

LOCATION

EVENT TIME

NATURE OF EVENT (i.e. musician, comedian, lecture and topic, etc.)

PRIZE AMOUNT

Service Provider Signature

Date

Student Group Event Registration Policy

1. All student groups must register their event(s) using the Student Group Event Registration Form located at the Information Desk of the Ceddia Union Building (CUB).
2. Student Group Event Registration Forms must be completed at least ten-(10) business weeks prior to the scheduled event.
3. For events scheduled on a Friday and/or Saturday night between 9:00 P.M. and 2:00 A.M. that are promoted to and admit non-SU students must be registered at least eight-(8) weeks in advance with the University Union & Student Activities (CUB) Office. These events must adhere to the Social Event Policies & Procedures outlined in the Swataney student handbook.
4. Completing the Student Group Event Registration Form does not serve as a confirmation that a group has reserved a facility for the event(s). Groups must complete the necessary paperwork to reserve spaces on campus.
5. All student groups that require any contract/service agreement to be signed must have the contract/service agreement reviewed or prepared by the Assistant Director for Club Services & Leadership Development and signed by the Fiscal Officer of Shippensburg University Student Services, Inc. (SUSSI) at least four-(4) full week prior to the event(s).
6. All fundraising events are required to complete the proper Extra-Curricular Activities Committee (ECAC) permit application located in the Student Senate Office.
7. All events where a movie/film is to be shown on campus must be secured through the Ezra Lehman Library, or a licensed film company to be shown.
8. All student groups are responsible for being familiar with, and adhering to, all University policies, rules, and regulations outlined in the Swataney and Club Sports Handbooks.



Student Group Event Registration Form

In order to track events and provide accurate information to the University Community, all Student Groups must complete this form for events they plan on or off campus. The University Union & Student Activities (CUB) in conjunction with the Student Senate is now requiring all student groups to complete this form at least ten-(10) business weeks prior to each of your scheduled events. This **does not** serve as a confirmation that you have a reserved a facility for your event, please visit the Event Planning section of the University's website to complete the necessary paperwork to reserve space on campus (http://www.ship.edu/event_planning/).

Name of Student Group(s) _____

Contact Name and E mail _____

Contact Phone Number _____

Advisor Name and E-mail _____

Advisor Phone Number _____

Title of Event _____

Date(s) of Event _____

Time(s) of Event _____ START _____ END _____

How Much Time Is Needed For Setup _____ Teardown _____

Requested Location of Event (Building and Room if On-Campus)

Anticipated Attendance _____

Are there any contracts required for the event listed above; i.e. Performer, Speaker, Facility Rental, Outside Contractors (circle one)?

Yes No

All contracts/service agreements must be reviewed/prepared by the Assistant Director for Club Services & Leadership Development, and signed by the Fiscal Officer for Shippensburg University Student Services, Inc. (SUSSI). All contracts must be processed at least four-(4) full weeks prior to your event!

Continued on Back 

Event Type (circle all that apply)

Social Event (Friday/Saturday beyond 9 p.m.)* Lecture/Speaker Sporting Arts
 Fundraiser (Fundraising Permit Required)** Service Music Performance
 Movie/Film*** Other _____ (Describe)

Will an Admission Fee Be Charged (circle one)? Yes No

SU Student	\$ _____	Faculty/Staff Price	\$ _____
General Public	\$ _____	College (Non-SU)	\$ _____
High School	\$ _____	Other	\$ _____

Is food being served at your event (circle one)? Yes No

If yes above, have you contacted Chartwells? Yes No N/A

Provide a brief description of the event (attach description if necessary)

All student groups are responsible for being familiar with, and adhere to, all University policies, rules, and regulations outlined in the Swataney and Club Sports Handbooks.

****Social Events- all events scheduled on a Friday and Saturday night between 9:00 p.m. and 2:00 a.m. that are promoted to and admit NON-SU STUDENTS must be registered at least eight-(8) weeks in advance with the University Union & Student Activities (CUB) Office. The Social Event Policies & Procedures outlined in the Swataney must be adhered to for all these events.***

*****Fundraisers- please indicate in the description above if the fundraiser is for profit making purposes, charity, service learning/class project, or some other event. Fundraisers are defined as any activity or event where funds or items are collected for profit or charity. All fundraisers require a Permit Application through the Student Senate Office.***

******Movies/Films- all films/movies shown on campus must be secured through the Ezra Lehman Library, or a licensed film company to be shown. This ensures proper copyright laws are adhered to.***

_____ Signature of Contact Person	_____ Signature of CUB Representative	_____ Date	_____ Time
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STUDENT SPONSORED SOCIAL EVENT PROCEDURES

Social Events

Defined as events promoted to and admitting Non-Shippensburg University Students. Such events typically take place after 9:00 p.m. on Friday and Saturday evenings.

Police & Security Personnel

- The Chief of Police should be notified at least six-(6) weeks prior to the date of your event and a meeting will be scheduled with the Chief or his/her designee to review the details for the event and to identify any additional planning that may be required to ensure the safety of everyone.
- Social events may require police or security personnel for personal searches and event security.
 - ~ The cost to have police or security personnel for parties/dances shall be responsibility of the sponsoring group.
 - ~ Student groups are required to follow the policies and procedures established by Shippensburg University and/or Shippensburg University Student Services Inc. (SUSI) for contracting all services and entertainment.
 - ~ The number of police or security personnel will be determined by the Chief of Police or his/her designee and the Director or Assistant Director for the University Union & Student Activities.
- On the evening of the event, the on-duty supervisor for University Police shall make contact with the event sponsors and/or Shippensburg University staff on duty to ensure that there are effective lines of communication.
 - ~ A minimum of one-(1) hour prior to opening the doors, a meeting shall be held with the event sponsors and/or Shippensburg University staff to review operating procedures.
 - ~ During the event the University Police supervisor will check-in with the event sponsors and/or Shippensburg University staff.
 - ~ Prior to the conclusion of the event the University Police supervisor will meet with the event sponsors and/or Shippensburg University staff to review the plans for concluding the event at the end of the night, including announcements, exit procedures and securing the building.
- If police or security personnel are required to staff the event, all organizing personnel including event sponsors will be required to wear identifiable clothing/uniforms/nametags.

General Procedures

- All student sponsored social events must be registered with the University Union & Student Activities at least eight-(8) weeks prior to the event (this allows for at least six-(6) weeks advance notice to University Police).
- During the event, individuals may be refused entry or denied re-entry for the following reasons:
 - ~ Individuals appear intoxicated or under the influence of drugs or alcohol
 - ~ Individuals are involved in physical altercations within or around the event venue
 - ~ Individuals display disorderly conduct or uncontrollable behavior
 - ~ Individuals do not possess valid photo identification

ID Policy

- Everyone attending the event must have valid photo identification and present said identification upon entering the event (College/University, Driver's License, State Identification Card, Military ID or Passport).

- ~ For all parties/dances on campus, everyone in attendance must be at least 18 years of age.
- ~ All Non-Shippensburg University identification cards will be scanned or copied upon entering the event. This information will be destroyed immediately following the event, if no incidents have taken place.

Ticket Sales & Entrances

- One-(1) hour prior to the conclusion of the event, ticket sales & admission to the event will be closed.
- All sponsoring groups must provide some form of identification to verify those individuals that have paid/been checked to enter the event. This allows police/security personnel to identify those patrons who have paid, but may be reentering the event, examples include:
 - ~ Stamps with red ink, tickets with a perforated stub, wristbands, etc.

Signage *(should include the following and be posted inside & outside the event venue as follows)*

- Valid Photo Identification will be required for admittance into this event.
 - ~ Acceptable Forms of ID include: Shippensburg University ID, College/University ID, Driver's License, State ID Card, Military ID or Passport.
 - ~ You must be at least 18 years of for entry into all parties/dances
- No smoking, tobacco products, bags, or outside beverages are allowed.
- Shippensburg University personnel or contracted security reserve the right to search patrons upon entering the venue. This policy is in accordance with the American Civil Liberties Union. Violators of the university code of conduct or state and federal laws will be subject to prosecution or expulsion.
- "Exit Only" and "Entrance Only" must be placed on all doors
- Listed ticket prices & a notation that no refunds will be available

Operating Procedures

- At the start of all parties/dances, representatives from the sponsoring group should welcome everyone to the event and encourage them to use appropriate behavior throughout the night (this announcement should be made every hour)
- The lights at all parties/dances will be turned on 20 minutes prior to the conclusion of the event which is no later than 2:00 a.m. and announcements should be made indicating the following:
 - ~ "Thank you for supporting our event. The event will be ending in 15 minutes."
- The music at all parties/dances will be turned off 5 minutes prior to the conclusion of the event and the following announcement should be made:
 - ~ "Thank you for supporting our event. We appreciate your patronage and hope to see you again in the future. Please make your way to the exit doors and travel safely."
- Adequate lighting for all dances/parties must be available within the venue for safety and security.
- Thirty-(30) minutes following the conclusion of the event, police or security personnel will begin to clear the front of the venue.

Venues & Capacity *(based on standing room capacity only)*

- CUB Multipurpose Room (MPR) - 1,000
- Henderson Gym - 700
- Gilbert Hall - TBD

Other

Additional stipulations may be required based upon, but not limited to, the scope, type, history, and/or venue for the event.

Shippensburg University
Code of Conduct & Judicial Process
Academic Year 2012-2013

Preamble

Shippensburg University is an academic community whose membership includes faculty, staff, students and administrators. The community exists for the pursuit of learning, the transmission of knowledge, the development of students as scholars and citizens, and ultimately, for the general well-being of society. Freedom of inquiry, speech, action, and expression is indispensable in the attainment of these goals. Academic freedom is at the cornerstone of the enterprise.

Students, as members of the academic community, are encouraged to engage in a sustained, critical, and independent search for knowledge. The University community supports this endeavor by developing policies and procedures that safeguard the freedoms necessary for the pursuit of truth and knowledge. The University will strive to protect these freedoms so long as they do not interfere with the rights of others in the community. Behavior that interferes with the living conditions, co-curricular activities, working environments, teaching mission, research activities, study conditions, and/or administrative functions of the University is unacceptable.

With freedom come duties and responsibilities. A student who exercises his or her freedoms as a private citizen and member of the academic community -- whether individually or as a member of a group --- must assume full responsibility for his or her actions. All Shippensburg University students must abide by local, state, and federal laws and with all published University policies, procedures, rules and regulations. Violations of laws and regulations will subject the person to disciplinary action by the University and/or the appropriate civil or criminal court.

The University judicial process attempts to teach civic principles within the context of the academic mission. The process views students as adults, and as such, expects them to be aware of applicable local, state, and federal laws. Students are also expected to understand their rights and responsibilities as outlined in the student code of conduct and judicial process of the University. The judicial system strives to provide a fundamentally fair process, and should be viewed as separate from the civil and criminal court systems.

Authority and Responsibility

This code is promulgated according to Act 188, the enabling legislation for the Pennsylvania State System of Higher Education. Specifically, the legislation grants the University President the power and duty to "establish policies and procedures for the admission, discipline, and expulsion of students . . ." The Vice President for Student Affairs serves as the President's designee for the general oversight of student conduct and discipline matters. Specific responsibility for the administration of discipline and conduct matters is delegated to the Dean of Students. The Dean of Students may further delegate responsibility to various judicial bodies and administrative staff. The President of the University has final authority in all matters related to student conduct and discipline.

Jurisdiction

Shippensburg University students are subject to the provisions of the student code of conduct while on University premises, and when involved with off-campus programs, activities, and events related to or sponsored by the University. Students are also expected to follow the tenants of the student code of conduct when privately off-campus. Alleged off-campus student code violations having, or potentially having, a direct, detrimental impact on the University's educational functions, its community members, or the local municipalities is subject to adjudication within the campus judicial system. University judicial boards and officers may hear alleged violations of the student code of conduct as follows:

- A. For full and part-time undergraduate and graduate students if the alleged violation occurred when the person was enrolled at the University or confirmed for the next semester/session.
- B. For persons enrolled in University sponsored programs that do not require traditional course registration.
- C. For persons currently suspended from the University for disciplinary or academic reasons and/or persons who are on an official leave of absence.
- D. For registered student organizations, fraternities, and sororities. In these instances, both the group and responsible individuals may be adjudicated within the judicial system.

Code of Conduct - Rules and Regulations

The following is a listing of the rules and regulations at Shippensburg University. They are not defined in exhaustive terms, but are generally clear descriptions of prohibited conduct. Examples are frequently cited for specific code violations; however, they are not all inclusive and only serve to facilitate understanding. Students and/or student organizations involved in misconduct, or as accessories to misconduct, shall be subject to adjudication by the University judicial system.

The University has established three categories of rules and regulations. The first category is PROPRIETARY in nature and applies primarily to violations occurring in University residence halls and apartments. These regulations were developed in accordance with the "Student Housing Agreement" and are related to health, sanitation, safety, and property maintenance issues. The second category governs the conduct of individuals both on and off campus, with the focus on living and visiting in University residence halls and apartments. These regulations are designed to promote positive COMMUNITY, harmonious living, and a safe/secure environment. The final category defines GENERAL rules and regulations expected of all students. This category focuses on academic integrity and University administrative issues. All students, whatever their place of residence, are responsible for following all the rules and regulations listed within the three categories.

Proprietary Regulations

The following items and/or actions are prohibited in and around University residence halls, suites and apartments. Violations are subject to immediate administrative and/or judicial action and may result in removal, confiscation, repair, replacement, and cleanup at the student's expense. All residents living within a particular room, suite or apartment share mutual responsibility for violations of proprietary regulations that occur within the space.

- 1.0 Rooms, suites and apartments shall be kept clean and sanitary at all times, including the proper disposal of empty beverage and food containers.
- 2.0 No nails, tacks, double-sided tape, cellophane tape, adhesive-backed wall coverings, paint, and stain shall be used on any room, door, lobby, stairwell, or hallway surface. Tacks may be used to hang items on University installed bulletin boards. Posters may be hung on room walls only, using masking tape or poster putty.
- 3.0 Furniture shall not be moved from its designated location to another location. This includes, but is not limited to, removal of furniture from public areas to private rooms. Room furniture is the responsibility of the occupants and shall not be moved, lost, or damaged. Occupants will be financially responsible for loss and/or damage.
- 4.0 With the exception of Stone Ridge Commons, the possession and/or use of cooking appliances in residence hall rooms, suites and campus apartments is prohibited. Examples of such include, but are not limited to, hot plates, immersion coils, electric frying pans, toaster ovens, electric griddles, hot pots, toasters, grills, popcorn poppers that use oil, and hot shots. Hot-air popcorn poppers and drip coffee makers under 12-cup capacity are permitted in all rooms and apartments. One microwave with a maximum wattage of 750 is permitted per room or suite.
- 5.0 One compact refrigerator drawing less than three amps and no larger than 4.3 cubic feet is permitted in each residence hall room. In Seavers Apartments no more than three 4.3 cubic feet refrigerators drawing less than three amps each shall be approved. Refrigerators must carry UL approval, be positioned to allow adequate ventilation, and be connected directly into a wall socket or power strip with a circuit breaker. Stone Ridge Commons residents are limited to the refrigerator provided with the apartment.
- 6.0 All electrical appliances must be in good working order and carry the UL approval. Electrical appliances must be plugged directly into the wall socket or into a UL approved power source with an internal circuit breaker. Power sources must be free of defects such as cracked, split, or nicked insulation; exposed wires; knots, burn marks; and loose connections. Power sources shall not be connected in a series to one another and they must not be covered, e.g., with carpet. Extension cords are not allowed.
- 7.0 Light cords and appliance cords shall be free of kinks and knots, must be UL approved, and must not have breaks, worn insulation, or broken plugs.

- 8.0 External antennas for TV or radio and tampering with the cable TV system are prohibited. Misuse or redirection of cable TV for personal use is a criminal offense.
- 9.0 Open flames, smoldering embers, and spark/flame producing items are prohibited in residence halls, suites and apartments. This includes, but is not limited to, the burning and/or possession of incense, candles, oil lamps, lanterns, and potpourri burners.
- 10.0 Smoking is prohibited in all residential facilities.
- 11.0 No animals or pets of any kind are permitted in residence halls, suites or apartments, except seeing-eye dogs and fish. Aquariums up to a 10-gallon capacity are allowed. No more than one aquarium per bedroom is acceptable. The aquarium shall only contain fish.
- 12.0 Road signs (e.g., parking, street, stop) and parking cones are not permitted in residence halls, suites or apartments.
- 13.0 No athletic games shall be played or athletic equipment used within a residence hall, suite or apartment, except in designated areas. This includes, but is not limited to, the use of free weights, roller blades, rackets, dart boards, hockey equipment, skates, balls, and frisbees.
- 14.0 Only university provided beds are allowed in student's rooms. Waterbeds, lofts, and hanging or suspended bed frames are not allowed.
- 15.0 Storing or using flammable/combustible liquids, flammable/explosive gases and dangerous chemical mixtures are prohibited. Kerosene heaters and charcoal stoves are also prohibited.
- 16.0 No alteration or modification of the room accommodations shall be made. Closet doors and venetian blinds/curtain rods must remain in place. Smoke detectors sprinkler systems must not be tampered with.
- 17.0 Bicycles may be parked in the racks by the residence halls, suites and apartments or placed in the designated hall storage area. They may be kept in residence hall rooms, suites or apartments if all roommates agree. Bicycles shall not be kept in any other area of the residential facility because of the possibility of interfering with exit routes and housekeeping services. All bicycles must be registered with the University Police.
- 18.0 Motorcycles, mopeds, and any other type of gasoline motor shall not be stored/parked in apartments, suites or rooms. Such items shall only be parked in accordance with University parking regulations and procedures.
- 19.0 Decorations used for seasonal or special events must be made of fire retardant materials. Natural Christmas trees and natural decorations are not allowed. No holiday lights are permitted in private rooms, suites and apartments.
- 20.0 Outside window sills must be kept clear of all objects. Window screens shall not be removed.
- 21.0 Only the following additional furniture items are permitted in residence hall rooms: rugs/carpets, self-supporting bookcases, futons, computer stands and chairs are allowed if positioned to allow proper exit or entrance. Exception: Residents of Seavers and Stone Ridge may have an additional sofa or loveseat (no sleeper sofas are allowed).
- 22.0 No items, e.g., posters, flags, tapestries, shall be hung on/from room, suite or apartment ceilings, out windows, or in front of exit doors.
- 23.0 Space heaters and air conditioners are prohibited in residence hall rooms, suites and apartments.
- 24.0 Room/suite/apartment keys, mailbox keys, and access cards are for the exclusive use of the resident to whom they are assigned. They remain the responsibility of the resident and they must never be given to other parties for use.
- 25.0 Students shall not use their assigned space as a sales room or storage location for commercial activity. Solicitation and fund raising activities must conform to the limited enterprises regulations outlined in the Swataney.
- 26.0 When residence hall bathrooms are designated for use by a specific gender, they are not to be used by residents, visitors, or guests of the opposite gender.
- 27.0 All apartments, suites or residence hall rooms are subject to regular maintenance and safety inspections. Residents must allow University personnel into rooms, suites or apartments for health, fire, safety, and maintenance inspections. Physical plant personnel and employed contractors will be allowed to enter private rooms, suites and apartments to perform their duties. When possible, advance notice of such events will be given.

- 28.0 Students are responsible for any damage that occurs within the confines of their rooms, suites, or apartments. Students are also responsible for any damage they create, or help create, on the campus.
- 29.0 Trash and personal items shall not be left or deposited in any public areas of the residence halls or apartments.
- 30.0 Students shall not tamper with, overload, damage or vandalize elevators.
- 31.0 Students are prohibited from engaging in activities that violate any health, safety, maintenance, or fire codes as defined by University policy, rules, and regulations; as well as those defined by local, state and federal laws.
- 32.0 Students are expected to abide by all the terms and conditions outlined in the Student Housing Agreement" (Refer to the copy printed in the Swataney).
- 33.0 Students shall not operate any computer network servers from any residence hall, suite or apartment location. This includes, but is not limited to, chat, file, print, web, ftp, and unix shell servers.
- 34.0 Students shall only connect one computer into each ResNet outlet. This connection shall only occur within their assigned rooms, suites or apartments.

Community Regulations

Students have certain rights related to their achievement of academic success and personal satisfaction. With these rights comes a reciprocal responsibility to insure that others have similar rights. Therefore, the University strives to strike a balance between maximum freedom and necessary order. Student rights, especially for University-owned campus housing residents, include:

- A. The right to pursue academic activities without unreasonable disruption.
- B. The right to be free from harassing and intimidating conduct and physical harm.
- C. The right to a reasonable level of quiet, and correspondingly, the right to sleep and study without unreasonable disruption.
- D. The right to a reasonably clean, well maintained, and safe environment.
- E. The right to host visitors. Visitors shall not interfere with a roommate's exercise of his/her rights, nor violate the rights of other residents. Visitors must follow all rules and regulations.
- F. The right to express a personal belief system.
- G. The right to follow the tenets of one's lifestyle provided it does not unreasonably interfere with the rights of others.
- H. The right to a reasonable level of personal privacy.

The following regulations comprise those related to community living. They apply equally to all students and visitors, regardless of their place of residence.

1.0 Individual Responsibilities and Community Rights

- 1.1 No person shall cause or contribute to unreasonable noise. Courtesy and reasonableness are always expected as the rights of those being disturbed are preeminent. Intensive efforts at being quiet are expected in residence halls/apartments during designated quiet hours.
- 1.2 No person shall interfere with the freedom of movement for others. No person shall interfere with others' access and use of public facilities, campus facilities, or private living space.
- 1.3 No person shall fail to report a violation of the student code of which he/she has knowledge.
- 1.4 No person shall file a false police report or judicial documentation.
- 1.5 No person shall knowingly make false statements as part of a University judicial hearing or to a University official.
- 1.6 No person shall fail to fully comply with the reasonable directives of University staff acting according to their duties or with the directives/sanctions of a disciplinary hearing board or officer. This includes, but is not limited to, a summons for adjudication and the fulfillment of required sanctions/stipulations.
- 1.7 No person shall interfere with others' freedom of speech.
- 1.8 No person shall engage in intrusive, lewd, obscene, or indecent conduct. This includes the use of technology (webcams, cameras, cell phones, etc.) to invade one's privacy.

2.0 Safety of the Individual and Community

- 2.1 No person shall create, or help create, a safety hazard. No person shall knowingly violate safety/security regulations or interfere with the safe and clean environment of others.
- 2.2 No person shall be on the roof of a University- owned building. No person shall throw, drop, or propel anything out of a window, over an apartment balcony, or off the roof of a campus building.
- 2.3 No person shall possess or use firecrackers, fireworks, or other explosives.
- 2.4 No person shall possess or use dangerous weapons. This includes, but is not limited to, guns, knives, martial arts' devices, percussion weapons, bow and arrows, ammunition, clubs, or any other devices used aggressively.
- 2.5 No person shall set a fire or attempt to start a fire. No person shall engage in behavior that potentially could start a fire, e.g., burning candles, lighting aerosol propellants. No person shall falsely report a fire, bomb, or similar emergency.
- 2.6 No person shall demonstrate behavior or engage in activities that endanger the safety or well-being of oneself or others.
- 2.7 No person shall trespass, conspire, or engage in unauthorized entry. This includes the unauthorized use or possession of keys, including those of the University.
- 2.8 No person shall interfere with emergency services or procedures. No person shall fail to evacuate a building or cooperate with University staff members during a fire alarm.
- 2.9 No person shall tamper with fire equipment, nor use such equipment in a manner other than for the control or prevention of a fire.

3.0 Harassment, Intimidation and Disruptive Conduct

- 3.1 No person shall engage in harassing, intimidating, or threatening conduct. This includes stalking and bullying.
- 3.2 No person shall exhibit behavior that harms or threatens to harm another person or another person's property. This includes, but is not limited to, harassing, intimidating or threatening conduct, physical harm, or conduct that results in property damage.
- 3.3 No person shall physically harm or exhibit threatening, intimidating, or harassing conduct toward a University employee related to the performance of his or her job.
- 3.4 No person shall physically harm or exhibit threatening, intimidating, or harassing conduct toward any party or witness involved in a judicial case, or cause damage to his or her property, with the intent of influencing outcomes or for retaliation.
- 3.5 No person shall engage in conduct that constitutes unlawful discrimination based on another person's race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or veteran status.
- 3.6 No person shall engage in hazing activities or intimidating practices toward other persons.
- 3.7 No person shall engage in conduct that is disorderly, unnecessarily disturbs others, and/or is disruptive to the normal practices, processes, and functions of the University or the local municipalities.
- 3.8** No person shall engage in, or attempt to engage in, a sexual assault. Sexual assault is the imposition of non-consensual sexual conduct (excluding rape). It includes, but is not limited to caressing, fondling, or touching a person's genitalia, buttocks, or breasts. It shall also be considered sexual assault when the victim is compelled to caress, fondle, or touch the assailant's genitalia, buttocks, or breasts.
- 3.9** No person shall commit, or attempt to commit, a rape. Rape (date, acquaintance, and stranger) includes all acts of non-consensual sexual intercourse involving any penetration of a bodily cavity with a foreign object, tongue, digit, or genitalia. A rape occurs when imposed under any of the following circumstances:
 - a) When the complainant is incapable of giving legal consent for mental, developmental, or physical reasons and this fact is known or reasonably should have been known by the person committing the act;
 - b) When the act is committed without the person's explicit consent or is against the person's wishes. Rape incorporates any or all of the following: the use of force, threat, intimidation, coercion, duress, violence, or by causing a reasonable fear of harm;

c) When the complainant is prevented from consenting or resisting because of intoxication or unconsciousness at the time of the act.

** *Use of intoxicating substances shall not be viewed as justification for the commission of rape or sexual assault.*

** *Consent means explicit cooperation, both verbally and behaviorally. It must be voluntary and with full knowledge concerning the nature of the interaction/encounter. Previous sexual interactions shall not be considered implied consent. Silence or passivity shall not constitute consent.*

** *Alleged incidents of rape or sexual assault shall only be adjudicated by the University Board.*

** *Refer to the "Statement on Sexual Assault" published in the Swataney.*

4.0 Personal and Community Property

4.1 No person shall tamper with, misuse, or borrow property from others or the University, without permission.

4.2 No person shall without permission remove others' property, including that of the University, from its assigned place.

4.3 No person shall damage, deface, or destroy the property of others or that of the University.

4.4 No person shall steal property from the University or from others.

4.5 No person shall be in possession of stolen property.

5.0 Alcohol, Illegal Drugs, and Gambling*

5.1 No person shall be in possession of an open container of alcohol, use and/or possess alcohol as a minor, host a disruptive social gathering where alcohol is present, host a social gathering where minors are allowed to consume alcohol, drive under the influence of alcohol and/or other drugs, provide alcohol to minors, host a social gathering where alcohol is being sold, sell alcohol, attempt to or actually purchase alcohol using false identification, and/or purchase alcohol for minors. No person shall consume, possess, or be in the presence of alcohol beverages on the campus, or in campus housing, despite his or her age.

5.2 No person shall manufacture, distribute, sell, exchange, use, offer to sell, be in the presence of, or possess illegal drugs, narcotics, or drug paraphernalia. Illegal drugs are defined by state and federal statutes.

5.3 No person shall engage in any gambling activities except as authorized by state and federal law.

* *All alcoholic beverages will be confiscated and disposed of by University staff. Items such as kegs, taps, and beer bongns will be given to the University Police. Any funds gained from the return of these items (e.g., deposit) will be donated to the Shippensburg University Foundation designated for the University Library.*

* *All drugs and drug paraphernalia will be confiscated and given to the University Police. The police may further investigate the situation, resulting potentially in legal charges being filed*

6.0 Identification of Individuals

6.1 No person shall allow others to use his or her University identification card or residence hall access card.

6.2 No person shall use another's University identification card or residence hall access card.

6.3 No person shall refuse, upon request, to provide his or her correct name and appropriate identification to a University staff member or authorized police officer performing his or her legitimate duties. Students are expected to carry their University identification card when on campus.

7.0 Food Service

7.1 No person shall throw food, utensils, or other objects within a dining facility.

7.2 No person shall, without proper authorization, remove any food or utensil from a dining facility.

7.3 No person shall enter a dining facility without proper authorization.

8.0 Visitors

- 8.1 No person shall fail to inform their visitors of the need to conform to the rules and regulations of the University. Hosts shall take full responsibility for the behavior of their visitors and shall be held accountable for their visitor's behavior.
- 8.2 No person shall violate the "Residence Hall Visitation Policy" as defined in the *Swataney*.

General Regulations

Regulations falling under this category primarily deal with academic integrity issues. They also address administrative matters germane to the effective operation of the University.

1.0 University Functions and Services

- 1.1 No person shall knowingly provide false information in any manner to the University. This includes all matters of record and transactions with the University.
- 1.2 No person shall interfere with the effective operation of any function and service of the University.
- 1.3 No person shall alter, forge, transfer, or otherwise misuse any University document or record.
- 1.4 No person shall allow any University document or record issued to himself or herself to be used falsely by another person.
- 1.5 No person shall falsely use University documents issued to another.
- 1.6 No person shall act as an agent of the University unless officially authorized to do so.
- 1.7 No person shall fail to fulfill all financial obligations to the University.

2.0 Scholarship*

- 2.1 No person shall claim or submit any portion of another's academic work as his or her own.
- 2.2 No person shall obtain, provide, or use any materials containing questions or answers to any examination or assignment unless officially authorized.
- 2.3 No person shall complete the academic work of another. No person shall have another complete his or her academic work.
- 2.4 No person shall alter, tamper with, appropriate, destroy, or otherwise interfere with the academic research, resources, or work of another person, including that of the University.
- 2.5 No person shall fabricate or falsify data.
- 2.6 No person shall cheat during an examination. This includes, but is not limited to, copying, collusion, and unauthorized use of materials or devices.
- 2.7 No person shall bribe, or attempt to bribe, a University faculty or staff member in order to attain an unfair academic advantage.
- 2.8 No person shall violate any academic conduct rules/standards published by the University or communicated by the professor as part of the class requirements.

* *Academic misconduct/dishonesty may result in the imposition of academic sanctions not defined within this code. Refer to the Policy on Academic Dishonesty printed in the Swataney, the Undergraduate Programs Catalog or the Graduate Programs Catalog for additional information*

3.0 Computing and Telecommunications

- 3.1 No person shall violate any licensing or contractual agreements, University policies, or any laws related to information technology.
- 3.2 No person shall use University computing or telecommunications equipment, facilities, and/or services for commercial purposes or non-University related activities without official authorization.
- 3.3 No person shall access, use, alter, destroy, or transfer any information resources without authorization from the data owner.
- 3.4 No person shall use, without authorization, another person's password or authorization code to access phone services, computing services, or data.

- 3.5 No person shall use computing services or facilities to harass another, send obscene materials/ messages, or to interfere with the work of others, including the University.
- 3.6 No person shall make or assist the making of unauthorized telephone calls.
- 3.7 No person shall use communications equipment to leave harassing telephone messages.
- 3.8 No person shall engage in any activity that infringes on the operation of any University computing network. This includes establishing or operating computer network-based servers, including but not limited to, file servers, wireless connectivity servers, print servers, web servers, and/or peer-to-peer sharing.

4.0 Student Organizations

- 4.1 No person or persons shall haze another. This includes, without limitation, any activity that recklessly or intentionally endangers one's physical and mental health, negatively impacts another's academic performance, compromises a person's safety, or that is abusive, harassing, or otherwise in violation of the Pennsylvania Antihazing Law.
 - * Refer to the "Policy on Hazing" printed in the Swataney.
- 4.2 No person or persons shall misappropriate or misuse student organization funds or property.
- 4.3 No person or persons shall, without authorization, use the name or insignia of the University or its affiliated student groups.
- 4.4 No person or persons shall interfere with the activities or functions of student organizations.
- 4.5 No person shall fail to fulfill financial obligations to a student organization.
- 4.6 No group, or its members, shall violate any of the rules and regulations published by the University, including those comprising the student code of conduct.

5.0 Policy Regulations

- 5.1 No person shall violate any published University policies, rules, and regulations, including those published in the Swataney.
- 5.2 No person shall violate federal, state, or local laws.

Philosophy of the Judicial System

Teaching civic principles and encouraging personal development are the core philosophical tenets of the judicial system at Shippensburg University. The focus is not on being punitive, but on teaching people how to live harmoniously and productively within a diverse, dynamic academic community. Students are challenged within the system to develop better decision-making skills, acquire increased self-discipline, cultivate greater understanding of their community responsibilities, and to develop increased personal insight. The goal is ultimately to redirect the behavior of students to more acceptable, productive patterns of conduct. Within this context, however, administrators of the system have a responsibility to protect the rights of other community members and to support the integrity of the academic mission.

Judicial Process

The following sections constitute the structure and process of the judicial system at Shippensburg University. The Dean of Students and designees bear the responsibility for administering the process and ensuring that all participants are accorded fundamental fairness. It should be noted that the strict rules of evidence and procedures used in criminal and civil courts do not apply. A "preponderance of the evidence" standard is used to make all judicial decisions. For an individual to be found "in violation" according to a preponderance of the evidence standard, the decision must be based upon evidence sufficient to make a reasonable person believe that a fact sought to be proved is more likely true than not.

Shippensburg University believes strongly in providing a fundamentally fair judicial process. To that end, the process stipulates that an accused person will receive written notification of all alleged conduct code violations in enough detail and with adequate advance notice to properly prepare a response. Furthermore, the process strives to provide the accused with an impartial hearing. The accused will receive written notification concerning any judicial decisions. Additionally, as part of the hearing

process, the University allows the accused the right to question his or her accuser, the right to question witnesses against him or her, the right to present evidence, the right to call his or her own witnesses, the right to have an advisor present for support, the right against self-incrimination, and the right to appeal a judicial decision. A student may waive, in writing, any of the rights contained in this code other than written notification of the charges against him or her. It shall be noted that documents submitted or created by a district justice, including affidavits of probable cause, the transcript from a preliminary hearing, and other relevant court and public records, may be utilized at a judicial hearing given their inherent reliability, even when the person that prepared them is not available to testify or answer questions.

Definitions

<i>Complainant:</i>	A person or group alleging that another person or group violated provisions of the student code of conduct and then initiates a judicial complaint against the alleged violator.
<i>Judicial Hearing Officer:</i>	A member of the Dean of Students' staff designated to hear the facts of a judicial case from all involved parties. Based on the facts, the officer renders a judgment of "in violation" or "not in violation" and levies appropriate sanctions and stipulations when required. This party may also be called a judicial officer or hearing officer. A hearing officer may be a Graduate Assistant, Residence Director, an Assistant Director of Residence Life, an Associate/Assistant Dean of Students, or the Dean of Students.
<i>Judicial Board:</i>	A group of individuals representing the University community that hear the facts of a judicial case from all involved parties. Based on the facts, the board renders a judgment of "in violation" or "not in violation" and levies appropriate sanctions and stipulations when required. This group may also be called a judiciary. Judicial boards include Student Boards, Community Boards, and University Boards.
<i>Respondent:</i>	The person or group alleged to have violated provisions of the student code of conduct. This person or group is the accused party in the proceedings.
<i>Sanction:</i>	The penalty levied against persons or groups found "in violation" of the provisions of the student code of conduct.
<i>Stipulation:</i>	A condition, beyond the sanction, required of persons or groups found "in violation" of the provisions of the student code of conduct.

Two different administrative procedures exist to adjudicate alleged violations of the student code of conduct. The procedures, defined below, vary according to their formality. The Dean of Students or designee shall make all decisions, after a review of written documentation, concerning which method shall be used to adjudicate alleged violations of regulations.

Formal Procedures for Alleged Violations of Student Code of Conduct Regulations

- A. Initiation of a Complaint: Any member of the University community or personnel from a law enforcement agency may initiate a written complaint against any student or student organization as defined in the "Jurisdiction" section of this document. It shall be the responsibility of the Dean of Students or designee to determine if sufficient information is present to warrant further action. If it is the opinion of the Dean or designee that insufficient information is present, the complaint will be dismissed. There will be no appeal of this dismissal decision.
- B. Notification of Charges: If sufficient information is present to proceed with the complaint, the respondent will receive notification from the Dean of Students Office providing a brief summary of the circumstances surrounding the complaint. The summary will include the approximate date and

location of the alleged violation(s). Also included will be a citation of the conduct code violation that will be adjudicated.

C. Scheduling the Hearing: The notification will also inform the respondent that the case has been preliminarily assigned to one of two hearing options. The options available are to have the case heard by: a) a judicial officer; or b) a judicial hearing board. The notification will also inform the respondent that he or she has the option of switching the hearing venue within three business days.

Additionally, in cases involving multiple respondents, all respondents must agree to select the same hearing option. Some cases, however, may involve extenuating circumstances. If it is determined that extenuating circumstances exist, the Dean of Students or designee reserves the right to assign the case to the appropriate hearing entity of his or her choice. Examples of extenuating circumstances include, but are not limited to, scheduling difficulties, timely adjudication, and issues of partiality. The Dean of Students or designee also has the authority, when hearings involve more than one respondent, to have the respondents heard separately rather than together.

While every effort will be made to schedule hearings at times convenient for all parties, final scheduling authority rests with the Dean of Students or designee. The only parameter shall be that hearings will not be scheduled during a time that any party to the hearing has a scheduled class. At least three business days must elapse between the time that a hearing is scheduled and when it actually convenes. It will be assumed, unless the respondent contacts the Dean of Students Office, that he or she is aware of the hearing procedures and is familiar with the judicial process.

Respondents and complainants will also be given the option of scheduling an appointment with a judicial officer for a pre-hearing conference during the three business day period following written notification. The purpose of the pre-hearing conference will be explained in the notification letter. Failure to schedule a pre-hearing conference will not exempt the respondent or complainant from his or her responsibility to be aware of the hearing procedures and judicial system. This conference is designed:

- a) To help the person understand the overall judicial system, the code of conduct, and the hearing process/procedures;
- b) To allow the respondent or complainant an opportunity to review any germane written materials (copies are available upon request);
- c) To learn the names of the witness against him or her (if any and if known at the time);
- d) To advise the respondent or complainant that he or she may have an advisor present. The role of the advisor will be explained as follows:
 - To advise the respondent and complainant about case preparation. The advisor may attend the prehearing conference if already identified;
 - To accompany the respondent and complainant to the hearing for support and consultation. The advisor shall not directly participate in the hearing, e.g., by asking questions or responding to questions, but he or she may interact privately with his or her advisee.
- e) To advise the respondent that he or she has the right against self-incrimination. Refusal to speak or answer questions at the hearing shall not be interpreted as evidence of being "in violation."

D. Hearing Procedures: The hearing procedures for judicial officers and judicial boards are similar. All hearings will be conducted in a less formal manner without using the strict rules of evidence and procedure of civil and criminal proceedings. Hearings will be closed to the public unless both the complainant and respondent agree, at least twenty-four hours in advance, to allow members of the University community to attend.

Participants in the hearing include the judicial officer or hearing board members, complainants, respondents, advisors, and the witnesses. Witnesses are only allowed into the room during their period of testimony or when called to answer questions. Witness statements in written form, with the exception of documents submitted or created by a district justice, along with other reliable court or public documents, shall not be accepted unless the author is present to testify and answer relevant questions. The board or officer reserves the option of limiting the number of character witnesses providing statements at a hearing.

Only evidence introduced during the hearing shall be considered in judging the case. If the judicial

board or judicial hearing officer determines that key evidence is missing, the hearing may be postponed and continued at a later time to accommodate the presentation of such evidence at the hearing. The complainant is expected to appear at the hearing. In the event that a complainant fails to attend a judicial hearing, the Dean of Students or a designee reserves the right to dismiss the case or to proceed with the judicial hearing. The Dean of Students, or a designee, may submit evidence in support of the complaint, including documents submitted or created by a district justice along with other reliable court or public documents. The respondent may choose to not attend the hearing. If this occurs, the hearing will be conducted in his or her absence. Both the complainant and respondent have the right to challenge the presence of a judicial officer or judicial board member for cause. Cause is defined as personal bias or prior involvement with parties or circumstances surrounding the case.

All hearings conducted by the Dean of Students or the University Board are tape recorded because of the possibility of a suspension or expulsion. Other types of hearings may be tape recorded at the discretion of the hearing officer or judicial board. Respondents or complainants may request of the Dean of Students Office, at least twenty-four hours in advance of the scheduled hearing time, that a hearing be tape recorded. Any additional video, audio, stenographic, or photographic recording of any hearing is prohibited. Both the respondent and complainant will be allowed to schedule an appointment to listen to the recording of a hearing they were a party to.

Hearings generally use, but are not required to strictly adhere to, the format outlined below:

- a) The case is introduced by either the judicial officer or chairperson of the judicial board (depending upon the hearing option selected). This includes an introduction of all the parties participating in the hearing. An overview of the hearing procedures will be presented. A statement of rights and responsibilities, which include an expectation of truthfulness, will be made. The judicial officer or chairperson of the judicial board is delegated the authority to exercise control of the hearing and to rule on questions of procedure.
- b) The complainant, when available, will summarize the circumstances and information that prompted him or her to pursue a complaint. It is during this portion of the hearing that the complainant calls his or her witnesses to present a statement.
- c) The respondent presents information favorable to his or her position. The respondent shall call his or her witnesses at this time to present a statement.
- d) At this point the hearing officer or judicial board members shall begin questioning both the respondent and complainant. Witnesses may be recalled for questioning during this period. The respondent and complainant shall also have the right to question each other and all witnesses.
- e) After the aforementioned is completed, both the respondent and complainant shall make a final statement. The complainant proceeds first in making the summary statement.
- f) The hearing is ended. At this point the judicial board or hearing officer goes into a private session to determine whether the respondent is "in violation" or "not in violation." A simple majority of the judicial board members hearing the case shall be needed to establish "in violation." If a decision of "in violation" is established according to a preponderance of the evidence, appropriate sanctions and stipulations shall be determined. Sanctions are determined according to the severity of the conduct code violators. Past violations of the student code of conduct shall be factored into the determination of the sanctions and stipulations, but shall not be considered in establishing whether a respondent is "in violation" or "not in violation" of the current charges.
- g) The respondent and complainant shall be notified of the findings in writing, barring extenuating circumstances, within ten business days after the hearing. This decision letter will set forth factual findings and rationale for the decision, and present a complete description of the sanctions and stipulations if any. Appeal criteria and procedures will be outlined as well.

Informal Procedures for Alleged Violations of Student Code of Conduct Regulations

Alleged violators of regulations shall receive a settlement letter from the Dean of Students Office. This letter outlines the alleged violation(s) and explains the seriousness of the infraction(s). The letter offers the student an opportunity to accept a particular sanction and/or stipulation without the requirement of a hearing. The letter explains the sanction and/or stipulation and informs the student that all sanctions are part of an official disciplinary record. The student is given three business days to accept the settlement offer by signing and returning the settlement form. Once a settlement offer is accepted by the student, no further appeals shall be considered. Failure to return the settlement form or refusal to accept the settlement offer shall result in the case being sent to a formal hearing. This method shall typically be used for offenders involved in clear violations of regulations (e.g., possession of a candle, hotpot, noise) who do not have extensive prior disciplinary violations in their judicial records. This option shall not generally be used in situations of alleged serious behavior. Sanctions and stipulations levied shall consider the magnitude of the violation, as well as any previous code violations.

Sanctions and Stipulations

Sanctions are utilized to help students develop more productive patterns of behavior, to support the integrity of the academic mission, and to protect the members of the academic community. While the sanctions are listed progressively, they are selected to correspond with the severity or frequency of violations.

Sanctions

- A. **Warning:** Official notice that specific behavior or activity was in violation of the conduct code and that further violations may result in more serious disciplinary action. It serves as an official disapproval of acts committed.
- B. **Reprimand:** Official notice that specific behavior or activity was in violation of the conduct code and that further violations most likely will result in more serious disciplinary action. This action serves to formally communicate that certain behavior and activity are unacceptable and need to be corrected.
- C. **Censure:** Official notification of a specified period of review and monitoring during which behavior and activity must demonstrate compliance with University rules, regulations, and policies. Further violations will result in more severe disciplinary action, especially if they occur during the specified period of censure.
- D. **Probation:** Official notification of a specified period of review and monitoring in response to behavior or acts, although not serious enough to warrant suspension, deemed highly inappropriate and strongly against University standards. Further violations of the conduct code will result in more severe disciplinary action, including an examination of continued status as a student or student organization.
- E. **Term Suspension:** Official notification involving a disciplinary separation from the University for a specified period generally not less than one semester (excluding summer). Suspension involves denial of all affiliated privileges and rights, including the privilege of using University facilities. Any stipulated conditions shall be met before readmission.
- F. **Indefinite Suspension:** Official notification involving a disciplinary separation from the University for an indefinite period. Suspension involves denial of all affiliated privileges and rights, including the privilege of using University facilities. A person shall not return to the University from an indefinite suspension without the approval of the Dean of Students or designee. All stipulated conditions, if any, shall be met before readmission.
- G. **Expulsion:** Official notification of permanent disciplinary separation from the University with denial of all affiliated privileges and rights. Use of campus facilities is prohibited.

Stipulations

Stipulations may be attached to all sanctions as deemed appropriate. The Dean of Students or designee has final authority in determining appropriateness of stipulations. The following is a list, while not exhaustive, of stipulations available for use by hearing officers and judicial boards:

- A. **Restitution:** Reimbursement for actual damage to or destruction of property, including that of the University or of other persons.
- B. **Housing Transfer:** Movement from a current residential assignment to another location in campus housing. A student shall not be transferred from one assignment to another unless minimally at the level of censure.
- C. **Housing Suspension:** Removal from campus housing for a specified period of time. The room deposit shall be forfeited in all cases. A student shall not be suspended from campus housing unless minimally at the level of probation.
- D. **Counseling:** Required to meet with a University counselor or private therapist (at the students' expense).
- E. **Alcohol/Drug Referral:** Participation in the Connection Program which provides alcohol and drug education. This requires an interview with a staff member and possible participation in an educational series or information sessions. It may also require a substance abuse assessment by a professional therapist. Referral to the Connection Program may include a fee for service component.
- F. **Community Service:** Donating a predetermined number of hours on either the campus or in the local community.
- G. **Termination of Privileges:** Prohibition of participation in campus co-curricular activities or use of campus services, e.g., intramural participation, room reservation privileges, use of bulletin boards.
- H. **Termination of Student Organization Registration or Fraternity/Sorority Recognition:** This means that the organization may no longer function on the Shippensburg University campus.
- I. **Mediation:** A dispute resolution process that utilizes neutral facilitators to help individuals resolve conflict.
- J. **Community Seminar:** A workshop designed to help students develop better citizenship skills.

Student Organizations, Fraternities, Sororities

Registered student organizations, fraternities, and sororities are subject to the provisions of the student code of conduct. Alleged violations will be adjudicated according to the judicial process previously outlined. When guilt is established, the aforementioned sanctions and stipulations may be levied. Disciplinary action may proceed against both the organization and the responsible parties.

Judicial Boards

The following judicial boards are available to judge cases. It shall be the authority of the Dean of Students or designee to determine which judicial board hears what cases.

- A. **Student Board:** This board shall typically hear alleged violations of proprietary and community regulations where respondents lack substantial disciplinary records. Members are appointed by the President of the Residence Hall Association. Advised by a Residence Director or Graduate Assistant, this board is composed of three to five student members who judge the facts of a case. In cases where respondents are found "in violation," sanctions levied shall range from a warning to censure. Stipulations may be attached to any sanction. Appeal of Student Board decisions shall be directed to the Associate/Assistant Dean of Students for Judicial Affairs who shall serve as the sole and final appeal agent.
- B. **Community Board:** This board shall typically hear alleged violations of community and general regulations, and also cases involving respondents with substantial judicial records. It is composed of one Associate/Assistant Dean of Students, a Graduate Assistant/Residence Director, and one to two students. Student members are appointed by the Student Association President. A student member shall serve as the voting chairperson of the Board. In cases where respondents are found "in

violation," sanctions may range from a warning to probation. Stipulations may be attached to any sanction. Appeal of Community Board decisions shall be directed to the Dean of Students who shall serve as the sole and final appeal agent.

C. **University Board:** This board shall typically hear alleged violations of community and general regulations, and also cases involving respondents with substantial judicial records. It is composed of one to two faculty members, one to two students, and one to two professional staff members from the Division of Student Affairs. Faculty members are appointed by APSCUF, students are appointed by the Student Association President, with the staff members selected by the Dean of Students. The Dean of Students or designee serves as the non-voting chairperson of the University Board (except in cases of a tie, when the chairperson may cast a vote). In cases where respondents are found "in violation," sanctions may range from warning to expulsion. Stipulations may be attached to any sanction.

Appeal of University Board decisions shall be directed to the Vice President for Student Affairs, who serves as the President's designee for appeals and who will review the appeal to decide if it has merit. If it is determined that the appeal has merit, the Vice President will convene an Appeals Board to review the case. The Appeals Board shall be composed of one representative each from the students, faculty, and staff as defined above. These representatives shall not have been involved in the original hearing. They shall review the case and make recommendations to the Vice President for Student Affairs, who shall communicate his or her decision in writing to the appealing party. The Vice President for Student Affairs shall serve as the final appeal agent in these matters.

Judicial Hearing Officers

It shall be the authority of the Dean of Students or designee to determine which hearing officers adjudicate what cases.

- A. **Residence Directors/Graduate Assistants:** These hearing officers shall typically hear alleged violations of proprietary and community regulations where respondents lack substantial disciplinary records. In cases where respondents are found "in violation," sanctions shall range from a warning to censure. Stipulations may be attached to any sanction. Appeal of these decisions shall be directed to the Associate Dean of Students for Judicial Affairs who shall serve as the sole and final appeal agent.
- B. **Associate/Assistant Deans of Students and Assistant Directors of Residence Life:** These hearing officers shall typically hear violations of community and general regulations, and also cases involving respondents with substantial judicial records. In cases where respondents are found "in violation," sanctions may range from a warning to probation. Stipulations may be attached to any sanction. Appeals from these hearing officer decisions shall be directed to the Dean of Students/Associate Vice President for Student Affairs who shall serve as the sole and final appeal agent.
- C. **Dean of Students:** The Dean of Students or designee shall typically hear alleged violations of community and general regulations, and also cases involving respondents with substantial judicial records. In cases where respondents are found "in violation," sanctions may range from warning to expulsion. Stipulations may be attached to any sanction.

Appeal of a decision made by the Dean of Students shall be directed to the Vice President for Student Affairs, who serves as the President's designee for appeals and who will review the appeal to decide if it has merit. If it is determined that the appeal has merit, the Vice President will convene an Appeals Board to review the case. The Appeals Board shall be composed of one representative each from the students, faculty, and staff as defined above in "Judicial Boards," subsection C. These representatives shall not have been involved in the original hearing. They shall review the case and make recommendations to the Vice President for Student Affairs who shall communicate his or her decision in writing to the appealing party. The Vice President for Student Affairs shall serve as the final appeal agent in these matters.

Complainant Rights

The University usually, when deemed appropriate, extends the rights offered respondents to the complainants as well. The most notable exception, however, is that complainants shall not have the right to appeal judicial decisions. Complainants are also entitled to the same support opportunities. Finally, complainants shall be reasonably informed about the status of the case, including relevant sanctions and stipulations placed on the respondent.

Appeals

Appeals must be presented in writing within three business days following written notice of a decision. Appeals shall be directed to the appropriate parties as identified in the aforementioned sections titled "Judicial Hearing Officers" and "Judicial Boards." An appeal may be sought on the following grounds:

- A. That a fundamental error occurred in the hearing procedures that unreasonably interfered with the respondent's rights. Such claims must be specifically described in the appeal letter.
- B. That new evidence or information germane to the case and not available at the time of the hearing has been uncovered. This evidence must be clearly presented in the appeal letter.
- C. That the sanction imposed was unjust, unreasonable, or inappropriate. The letter must clearly explain the reasoning for this appeal.
- D. That the decision was contrary to the evidence presented. A detailed explanation must be provided in the appeal letter.

An appeal is not a new hearing, but is a review of the records from the original hearing. An appeal may be dismissed if not sought on proper grounds. After review, the appeal agent may decide to: (a) uphold the original decision in full; (b) modify the stipulations attached to a sanction; or (c) remand the case back to the original hearing entity for reconsideration. No appeal agent, other than the Dean of Students or the Vice President for Student Affairs shall have the authority to modify an original sanction in any way. The original sanctions and stipulations remain in effect during the appeal process. However, the appeal agent has the authority, under extenuating circumstances, to defer the imposed sanctions and stipulations while an appeal is in process. All decisions regarding appeals shall be communicated in writing to the appealing party.

Interim Suspension or Interim Removals

Any of the following three interim processes may be implemented as appropriate and according to the listed criteria:

- A) An interim suspension is an action that requires a student to immediately leave University property prior to a formal hearing being held. The student shall not return to campus nor participate in any university programs or activities during the interim period without the expressed permission of the Dean of Students.
- B) An interim removal from University housing is an action that requires a student to immediately move from an on-campus facility to an off-campus location prior to a formal hearing being held. This action also prohibits the individual from entering any campus residence hall or apartment during the interim period, but it does allow the student to attend classes.
- C) An interim removal from a University course is an action that removes a student from a particular course prior to a formal hearing being held. This action only applies to the course in question during the interim period and it allows the student to attend his or her other classes.

In all three of the aforementioned situations, an interim process is imposed when there is reason to believe that a student represents an immediate and significant threat to other persons or property, to ensure the student's safety and well-being, or if the student poses a significant threat of disruption to normal operations. This action is warranted when the serious nature or immediacy of the situation makes it impractical to follow normal disciplinary procedures. A decision to impose an interim suspension, interim removal from university housing, or an interim removal from a course is made by the Dean of Students with the approval of the Vice President for Student Affairs.

All interim suspension or removal decisions require review by the University Board. The University Board will meet for fact-finding within five business days following the issuance of the interim suspension or removal, unless extenuating circumstances warrant an extension. If an extension occurs, the fact-finding meeting shall be held at the earliest possible date. The purpose of the fact-finding shall be to review the reliability of the information and decision-making rationale that resulted in the interim suspension or removal. The fact-finding will also determine if the student's continued presence represents a significant threat to other persons, property, or normal operations. The fact-finding meeting shall not be considered a formal disciplinary hearing. If in the Board's opinion the interim suspension or removal was not warranted, the student shall be reinstated immediately. The reversal of an interim decision shall not be construed as finding a student "not in violation" of the alleged violations of the conduct code.

A formal hearing before the University Board shall occur regardless of the determination of the fact-finding. The hearing shall be scheduled with different members of the University Board to adjudicate the case and to determine if a respondent is "in violation" or "not in violation" of the charges. If it is established that a respondent is "in violation" the Board shall select a sanction consistent with the violation(s). Because the Dean of Students made the decision to interim suspend or remove, he or she will not be considered as an option for a judicial officer hearing.

Judicial Records

Judicial records are retained by the office of the Dean of Students and are considered confidential. A judicial file will not be released to non-University parties without the written consent of the specific student or pursuant to a judicial order or lawfully issued subpoena. Disciplinary information may also be provided in certain limited circumstances in accordance with the Family Educational Rights and Privacy Act of 1974 (as amended). Judicial files are maintained separately from all other University files and are not considered part of the academic record. A student's judicial file, including tape recordings of hearings, shall be retained for the following lengths of time before being destroyed:

- A. Indefinitely maintained: Actions related to student organizations, fraternities, and sororities; Expulsion.
- B. Maintained for three academic years after graduation or seven years from date of the sanction letter (whichever is less): Suspension (Term, Indefinite).
- C. Maintained for two academic years after graduation or six years from the date of the sanction letter (whichever is less): Censure, Probation.
- D. Maintained until graduation or for five years from the date of the sanction letter (whichever is less): Warning, Reprimand.

Parent or Guardian Notification

Effective October 1, 1998, the Family Educational Rights and Privacy Act allows Shippensburg University personnel to notify the parents or legal guardians of a student if the student is found in violation of Community Regulation 5.1 and/or Community Regulation 5.2 as set forth in this Code. The student must be under the age of 21 at the time of notification to comply with the law. Parents or legal guardians shall typically receive notification via a letter from the Office of the Dean of Students. The letter will be sent to the home address on record at the University. However, other means of communication such as E-mail and phone calls may be utilized to provide notification.

Parents or legal guardians, students, and the University are viewed as a partnership in promoting responsible decision-making, healthy lifestyles, positive community behavior, academic success, and personal development. Thus notifying parents or legal guardians of alcohol and/or other drug-related incidents is a fulfillment of the obligations associated with this partnership. Notification should not be viewed as punitive but rather as an attempt to engage in productive dialog.

Code of Conduct Revisions

Proposed code of conduct revisions shall be initially submitted by the Dean of Students to the Student Affairs Committee for approval. If approved, the document shall be submitted to the University Forum for consideration. If judged acceptable, the document proceeds to the University President for approval prior to submission to the Council of Trustees for their review.

Shippensburg University

Judicial Sanctioning Guidelines

for Violations of Drug and Alcohol Policies

In its efforts to remain in compliance with the Drug Free Schools & Campuses Act of 1986 (see page 114), Shippensburg University has established the system and steps that are discussed below. The new Alcohol and Other Drug (AOD) Point System will be implemented in the 2012 fall semester. This system will replace the previous "three-strike" policy regarding alcohol use/"one strike" policy regarding drug use, and it will allow students more involvement in their sanctioning. As such, there are established sanctioning guidelines that inform the decisions of judicial officers and judicial disciplinary boards in areas related to, among other infractions, drugs and alcohol. These guidelines apply to individuals as well as to groups and group officers. They assume no prior judicial violations, thus the suggested sanctions are listed at the minimum level. Sanctions are subject to modification by the judicial officer or judicial disciplinary board when multiple violations or other extenuating circumstances warrant it. Act 64 of the Pennsylvania Crimes Code will serve as a definitional guide in drug situations.

Students will meet with a judicial officer or judicial board in order to determine if a violation has occurred. Definitions and determinations of being "in violation" or "not in violation" are based on a preponderance of the evidence standard (51%) and are not based on the criminal legal system's burden of proof known as reasonable doubt (98%) (p.100). Once a determination in a case is decided, the required sanctions and corresponding points will be assigned. Referral to the Connection Alcohol and Other Drug (AOD) Program and the points incurred are equal to the severity of the violation committed and are a required sanction in any violation involving alcohol and other drugs. Students will receive notification from the Dean of Students Office when the judicial officer or judicial disciplinary board hearing is determined. A detailed guide complete with definitions and descriptions of the Alcohol and Other Drug (AOD) Point System can be found on our website at www.ship.edu/deanstu/.

Below are brief descriptions of the Shippensburg University Alcohol and Other Drug (AOD) Point System:

Tier One Level of Service 0-3 points:

BASICS pre-assessment

B.A.S.I.C.S. (Brief Alcohol Screening and Intervention for College Students) is a two-part program that typically consists of one group meeting and one individual meeting with each lasting approximately one hour.

Tier 2 Level of Service 3-6 points:

BASICS pre-assessment and Early Intervention Group

Students complete the BASICS process as well as EIG (Early Intervention Group). Early Intervention Groups are co-facilitated, closed, psycho-educational groups with approximately 5-10 college student members. Each group meets one hour a week for five weeks.

Tier 3 Level of Service 6-9 Points:

BASICS pre-assessment and EIG/Professional Evaluation

Some students complete the B.A.S.I.C.S. pre-assessment process and are found to need further evaluation and/or resources in addition to the Connection Alcohol and Other Drug Program. In such cases, they may be referred to receive a professional evaluation and, if applicable, either outpatient or inpatient treatment. These individuals would complete an evaluation with our community professional and follow through with recommendations.

Tier 4 Level of Service Accumulation of 10 or more points:

Review for AOD Suspension or Expulsion

Students who Accumulate 10 or more points will be reviewed for an Alcohol and/or Drug Required Suspension or Expulsion.

******* ALL DEFINITIONS AND DESCRIPTIONS OF TIER SYSTEMS ARE SUBJECT TO CHANGE DEPENDENT ON THE COMPLEXITY OF EACH INDIVIDUAL CASE *******

Residence Hall and Apartment Visitation Policy

Students living in University owned residence hall rooms and apartments may have visitors twenty-four hours, seven days per week. It is assumed that all visitors are invited and/or welcome. The terms guest and visitor are used interchangeably, defined according to the following categories:

- (a) Those individuals not officially assigned by the University to a particular residence hall room or campus apartment.
- (b) Those individuals not officially assigned by the University to a specific residence hall.

General Parameters

Roommates are expected to discuss with each other the general parameters for hosting visitors within the confines of the room or apartment (e.g., advance notice, acceptable visitation hours, visitor behavior, etc.). It is the responsibility of the host to ensure that the presence of a guest does not infringe upon the rights of his or her roommates. Any resident planning to host an overnight visitor is expected to secure prior permission from all his or her roommates before inviting a guest to stay. Cohabitation is not allowed. No visitor will be allowed to stay within a room or apartment for more than two consecutive days.

Bathroom facilities located on residence hall floors are designated for usage according to gender. Use is thus restricted to persons of the same gender as those individuals assigned to the rooms on the floor. Visitors of the opposite gender are required to use bathroom facilities designated for them in other locations throughout the residence hall.

Visitors are expected to follow the rules and regulations of the University, with hosts required to assume full responsibility and accountability for the behavior of visitors. Visitors who are Shippensburg University students will also be held accountable for violations of the Student Code of Conduct. Any resident negatively affected by another student's guest is encouraged to contact the residence life staff for assistance.

Guests of residential students are required to register their motor vehicle with the University Police upon arrival. There is no charge for this service. The University Police Station is open twenty-four hours per day, seven days per week. Failure to register a vehicle may result in the issuance of a parking citation.

Residents of campus residence halls may, by secret ballot and after at least two weeks of classes, choose to restrict the visitation on their particular floor. If residents desire to limit visitation hours on their floor only, a meeting must be called that allows open debate regarding the proposed restrictions. Within three class days following the meeting, a secret ballot will occur. Only floor members are eligible to vote. Residence life staff will administer the election and tally the results. Seventy-five percent of the total floor residents must vote in favor of the proposed visitation restrictions in order to implement them. If passed, restricted visitation hours go into effect immediately, subject to enforcement by both the residents and the residence life staff.

Residence Hall Sign-In Procedures (Out-of-Hall Visitors)

Nonresident visitors must be met in the main lobby by a host who resides within that particular residence hall. The host and guests are expected to proceed directly to the lobby desk and complete the registration process. Note: During periods when the hall desk is staffed by a desk assistant, he or she will assist in the registration process. During periods when the desk is closed, residents are expected to

register guests by completing the card and placing it in the registration box which is available at each residence hall desk. It is a violation of this policy to host visitors without registering them at the hall desk. Violators are subject to University judicial action.

Residence Hall Escort Policy (Out-of-Hall Visitors)

Any visitor, regardless of gender, must be escorted by his or her host if not a resident of the hall he or she is visiting. Any situation involving an unescorted visitor will be considered a violation of this policy and will subject the host and visitor to judicial action by the University.

Residence Hall Room and Apartment Entry Policy

Shippensburg University is committed to the protection of students' right to privacy within the confines of their assigned residence hall rooms or campus apartments. This right to privacy is balanced by a responsibility to insure the health and safety of the University community. The University also has an obligation to protect its property, service functions, and educational mission from damage or disruption. It is within this context that the following guidelines were established:

University staff members shall generally enter a residence hall room or campus apartment within the following parameters:

- (a) Under conditions of serious threat to the safety or well-being of persons or property. Such conditions must be above and beyond the routine responsibilities of the staff members.
- (b) To eliminate disturbing noise emanating from an electronic device (e.g., alarm clocks, stereos) in a room or apartment with no occupants present. The staff members may enter the room, disable the device, and immediately leave.
- (c) To perform routine maintenance, complete repairs, or to conduct regular room and apartment inspections. Room or apartment inspections are generally for assessing compliance with fire safety regulations, damage, health conditions, maintenance needs, and cleanliness. Such inspections are generally announced at least twenty-four hours in advance. Residents need not be present during the room or apartment inspection.
- (d) When instructed to by an authorized police officer.
- (e) With the permission of an assigned resident.
- (f) Upon the issuance of an administrative search warrant.

Upon entering a room or apartment according to the aforementioned guidelines, staff members may confiscate and document items that constitute violations of law or University rules, regulations, and policies. These items must be in plain, unobstructed view of the staff member. Police personnel may also be called when appropriate. Confiscated items (e.g., cooking appliances) not in violation of local, state, and federal laws will be returned to the owner when appropriate. Additionally, University staff members will not routinely admit a third party to another person's assigned room or apartment without the consent of the occupant.

State and federal law governs the protocol for entry into and/or search of campus rooms and apartments when enforcing criminal statutes. Such entry is normally the responsibility of police personnel.

The issuance of an administrative search warrant is typically based on probable cause. Probable or reasonable cause is less than certainty and more than mere suspicion that the search of a particular dwelling will disclose specific evidence. Absent exigent circumstances, administrative searches must have the advance approval of the President, or the Vice President for Student Affairs, or the Dean of Students, or a designee. Once approval is received, persons entering a dwelling should announce themselves and their purpose. A lack of response from within the dwelling in a reasonable amount of time may justify the use of a master key to enter the premises. The search for evidence justifies intrusion only into the areas of the dwelling where such items may be found. Violations discovered during this administrative action will be subject to adjudication within the University judicial system.

Policy on Hazing

Shippensburg University prohibits hazing in all forms. When it is determined that hazing has occurred, sanctions and stipulations may include, but are not limited to, those outlined within the Shippensburg University Student Code of Conduct. Alleged violations of the hazing policy, as defined below, will result in the University initiating disciplinary and/or legal action against the organization and/or all involved students. Each campus organization is responsible for informing all members and all guests, including alumni members, of the hazing policy.

The Shippensburg University Anti-Hazing policy is as follows and was written to comply with the Pennsylvania Anti-Hazing Law, Act 175 (December 1986), taking effect January 1994 as revised.

- A. All individuals in the organization are responsible for the adherence and enforcement of the hazing policy and law. Hazing is defined as an action or situation, taking place on or off the campus that:
 1. Recklessly or intentionally or unintentionally endangers the physical health, mental health, safety, or dignity of a person.
 2. Creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule, willfully destroys or removes public or private property for the purpose of initiation or admission into, affiliation with, or as a condition of continued membership in any organization that operates under the sanction of, or that is recognized by, Shippensburg University or is comprised predominantly of Shippensburg University students.
- B. The term hazing shall include, but is not limited to, any act of a physical violence such as:
 1. Whipping, paddling or forced branding.
 2. Calisthenics or other exercises.
 3. Exposure to the elements, prolonged or not, including excessive heat or cold.
 4. Forced consumption of food, alcohol, drugs, or other substances.
 5. Requiring individuals to stay together in a private or public facility during hours not allowed in associating time.
 6. Forced physical activity adversely affecting the physical health, mental health, dignity, or safety of the individual.
- C. The term hazing shall include any activity that would involve, but is not limited to, s subjecting an individual to extreme mental stress, including:
 1. Any form of fatigue or sleep deprivation.
 2. Late night sessions interfering with scholastic activities or normal sleep patterns.
 3. Line-ups for the purpose of testing or verbal abuse in any manner.
 4. Forced exclusion from social contact.
 5. Forced conduct which could result in embarrassment, including but not limited to, uniformity in attire or physical appearance.
 6. Personal servitude.
 7. Forced activity that could adversely affect the mental health, physical health, safety, or dignity of a person.
- D. The term hazing shall include any activity of a non-educational or "silly" nature that is inconsistent with academic achievement or the purpose, ritual, or policy of the organization and would subject individual to embarrassment, stress, or fear, including but not limited to:
 1. Scavenger hunts, treasure hunts, or quests.
 2. Requiring or expecting the completion of "busy work" tasks/projects in a short amount of time and/or outside of the accepted association/affiliation time frame.
 3. Requirement or expectation of being in a specified place when not in class (other than those activities pre-approved by the Office of the Dean of Students/Director Fraternity & Sorority Life).
 4. Mandatory memorization (unless sanctioned).
 5. Blindfolding (unless as part of a sanctioned ceremony).
 6. Random or rapid fire quizzing on organizational/member information.
 7. Morally degrading or humiliating games and activities including pranks or prank wars.
 8. Mandatory, formal member interviews (unless sanctioned).
 9. Any activity that is inconsistent with organization principles or policies and the regulations and policies of Shippensburg University or Pennsylvania Law.

- E. Any activity as defined above, which is directly or indirectly a requirement for affiliation with or initiation into any organization comprised predominantly of Shippensburg University students constitutes hazing and is a violation of Shippensburg University policy.

For additional information on the Shippensburg University Hazing Policy, please contact the Office of the Dean of Students or the Director of Greek Affairs.

Statement on Sexual Assault

Rape and sexual assault are acts of violence that exploit, violate, and victimize people. As such there is no tolerance for these behaviors at Shippensburg University. When an act of rape or sexual assault occurs victims are encouraged to report the incident as soon as possible in order to receive the proper services and support and to learn about various options available to them.

It is important to understand that any sexual interactions between people must be voluntary and based on clear and mutual consent. Consent is defined as the demonstration of explicit cooperation, both verbally and behaviorally. Previous sexual interactions shall not be considered implied consent. The use of force, threats, intimidation, violence, or coercion, and/or a victim remaining silent or passive shall not be viewed as consent. The use of intoxicating substances or a victim's use of intoxicants shall not be viewed as a justification or excuse.

The Etter Health Center on campus provides immediate help for victims of sexual assault. The Chambersburg Hospital provides medical examinations and will collect evidence which may be needed for proof of criminal sexual assault. The Carlisle Hospital also provides medical assistance, collects evidence, and has trained nurses that assist rape victims. A victim of sexual assault may be accompanied by an advocate and both W.I.N./Victim Help Services in Chambersburg and REACT (Rape Educators and Contacts) on campus will provide advocates if requested. Counseling services are available at the SU Counseling Center on campus and at W.I.N./Victim Help Services in Chambersburg. Whether occurring on or off campus, a sexual assault can be prosecuted through the criminal justice system and/or the University Judicial System. The complainant may pursue one or both processes. In either case the complainant must file a signed, written complaint.

Reports to the criminal justice system can be filed through the Shippensburg University Department of Public Safety (University Police) or the police department having jurisdiction where the assault occurred.

Specific details about filing a complaint with the University and utilizing the judicial process can be found in the SU Code of Conduct and Judicial Process section of the student handbook, the *Swataney*. Further information can be obtained by contacting the Director of the Women's Center, the Dean of Students, the SU Chief of Police, or the University Counseling Center. The Dean of Students has the authority to issue an interim suspension and/or modify students' living arrangements to accommodate the complainant's safety needs (special consideration will be made to ensure that the complainant's accommodations are not changed unless so requested). Sanctions that can be imposed as a result of a judicial hearing are listed in the Student Code of Conduct in the student handbook and are available from the office of the Dean of Students.

Sexual Harassment Policy

In accordance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act and the Pennsylvania Human Relations Act, it shall be the policy of Shippensburg University to prohibit harassment of employees or students on the basis of sex. This policy is related to and is in conformity with the equal employment opportunity policy of the University to recruit, employ, retain and promote employees without regard to sex, disability, age, race, color, religion, or national origin. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken under the Grievance Procedures.

Traffic and Parking Regulations

A copy of the University parking rules and regulations is available to each eligible person when he or she registers his or her vehicle with the University Police. All vehicles must be registered with the Police. Vehicles registered and operated by resident freshman and sophomore students will be permitted to park in storage parking facilities only. No exceptions will be made. For further information regarding parking policies, visit www.ship.edu/police.

Policy on Smoking

Smoking is prohibited inside all Shippensburg University buildings and fleet vehicles, excluding private residences. Private residences are defined as any space occupied by University employees as their private living quarters. The definition of private residence does not include student rooms in campus housing. In recognition of the needs of the smoker, smoking is permitted outside buildings. However, to avoid the transmission of second-hand smoke from outside to inside buildings, smoking is not permitted within 25 feet of any building entrance, open window, or ventilation unit. Smoking is defined as a lighted cigar, cigarette, pipe, or any other lighted tobacco product. The University policy also discourages the use of smokeless tobacco as it presents health risks to those who use it. Students who violate this policy will be subject to judicial action by the University.

Drug Free Schools and Campuses Act (1986)

The Drug Free Schools and Campuses Act require Institutions of Higher Education to develop a written policy that describes standards of conduct that clearly "prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities."

The written policy includes (1) a description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol; (2) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; (3) a description of any drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students; and (4) a clear statement that the University will impose disciplinary sanctions on students and employees for violations of the standards of conduct.

Shippensburg University has created policies and procedures to be in compliance with the Drug Free Schools and Campuses Act. A copy of the policy is distributed annually to students and can be obtained in the Personnel Office, Dean of Students Office, or by accessing the University website at www.ship.edu.

Policy Statement

Policy Statement on Reporting Harassment, Violence and Aggressive Behavior on Campus

Purpose

In accordance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act and the Pennsylvania Human Relations Act, Shippensburg University is committed to establishing and maintaining a learning and working environment that is safe for all members of the campus community including students, staff, faculty, administration, and visitors. The purpose of this policy is to provide a set of guidelines through which harassment and violent or aggressive behavior can be reported and addressed.

Scope

This policy applies to all employees, students, contractors, visitors and all other persons on the grounds subject to University control as well as those engaged in activities to further the interests of the University.

Policy

It is the policy of Shippensburg University to maintain a peaceful and productive environment. Harassment, threats, threatening conduct, or any other acts of aggression or violence on the University premises or while operating University vehicles will not be tolerated. Any individual receiving or witnessing harassment, violent or aggressive behavior should report the incident to the appropriate authority as outlined on the following chart.

	Against Faculty	Against Staff	Against Students
	Contact:	Contact:	Contact:
Direct Threat from Faculty	Dept. Chair SU Police Dean/Provost HR	SU Police Supervisor/VP HR Dean/Provost	SU Police Dean of Students Dean/Provost HR
Direct Threat from Staff	SU Police Dept. Chair Dean/Provost HR/VP	SU Police Supervisor/VP HR	SU Police Dean of Students HR VP
Direct Threat from Students	SU Police Dept. Chair/Dean Dean of Students Provost	SU Police Supervisor/VP Dean of Students	SU Police Dean of Students
Direct Threat from Others	SU Police Dept. Chair Dean/Provost	SU Police Supervisor/VP HR	SU Police Dean of Students
Harassment from Faculty	SE Dept. Chair Dean/Provost SU Police HR	SE Supervisor/VP SU Police HR Dean/Provost	SU Police Dean of Students Dean/Provost HR
Harassment from Staff	SE Dept. Chair Dean/Provost/VP HR SU Police	SE Supervisor/VP HR SU Police	SU Police Dean of Students HR VP
Harassment from Students	SU Police Dept. Chair/Dean Dean of Students Provost SE	SU Police Supervisor/VP Dean of Students SE	SU Police Dean of Students SE
Harassment from Others	SU Police Dept. Chair Dean/Provost SE	SU Police Supervisor/VP HR SE	SU Police Dean of Students SE
Physical Violence from Faculty	SU Police Dept. Chair Dean/Provost HR	SU Police Supervisor/VP HR Dean/Provost	SU Police Dean of Students Dean/Provost HR
Physical Violence from Staff	SU Police Dept. Chair Dean/Provost HR/VP	SU Police Supervisor/VP HR	SU Police Dean of Students HR VP
Physical Violence from Students	SU Police Dept. Chair/Dean Dean of Students Provost	SU Police Supervisor/VP Dean of Students	SU Police Dean of Students
Physical Violence from Others	SU Police Dept. Chair Dean/Provost	SU Police Supervisor/VP HR	SU Police Dean of Students
Disruptive Behavior from Faculty	Dept. Chair and/or SU Police Dean/Provost HR	Supervisor/VP and/or SU Police HR Dean/Provost	Dean of Students and/or SU Police Dean/Provost HR
Disruptive Behavior from Staff	Dept. Chair and/or SU Police Dean/Provost HR/VP	Supervisor/VP and/or SU Police HR VP	Dean of Students and/or SU Police HR VP
Disruptive Behavior from Students	Dept. Chair/Dean and/or SU Police Dean of Students Provost	Supervisor/VP and/or SU Police Dean of Students	Dean of Students and/or SU Police
Disruptive Behavior from Others	Dept. Chair and/or SU Police Dean/Provost	Supervisor/VP and/or SU Police HR	Dean of Students and/or SU Police

Campus Behavior Reporting

NOTE: INDIVIDUALS WHO ARE SUBJECT TO OR OBSERVE ACTIONS IN VIOLATION OF THIS POLICY SHOULD CONTACT ONE OR MORE OF THE FOLLOWING INDIVIDUALS/ DEPARTMENTS. INDIVIDUALS SHOULD ALSO EXERCISE PERSONAL DISCRETION REGARDING THE INVOLVEMENT OF UNIVERSITY POLICE.

Notes

1. Key: HR - Human Resources; SE - Social Equity/Title IX Coordinator; VP - Respective Vice President.
2. The aforementioned chart is not inclusive of all possibilities and should be viewed only as a guide. In some cases the reporting individual may choose to limit to whom he/she reports the behavior.
3. Contacts are listed in a possible order of reporting. The SU Police may or may not be the first contact made based upon the perceived severity of the behavior. The reporting individual is responsible for ensuring that the selected individuals in the reporting structure are notified.
4. Definitions:
 - **Direct Threat:** A person commits the crime of a terroristic threat if the person communicates, either directly or indirectly, a threat to (a) commit any crime of violence with intent to terrorize another; (b) cause evacuation of a building, place of assembly or facility of public transportation; or (c) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. Threats may be communicated via email, by telephone, verbally, in writing, by proxy, and/or in person.
 - **Harassment:** A person commits the crime of harassment when, with intent to harass, annoy or alarm another, the person (a) follows the other individual in or about a public place or places; (b) engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose; (c) communicates to or about such other individual any lewd, lascivious, threatening or obscene words, language, drawings or caricatures; (d) communicates repeatedly in an anonymous manner; (e) communicates repeatedly at extremely inconvenient hours; or (f) communicates repeatedly in a manner other than specified in the aforementioned. Harassment may be demonstrated via email, by telephone, verbally, in writing, by proxy, and/or in person.
 - **Physical Violence:** A person strikes, shoves, kicks or otherwise subjects the other individual to physical contact, or attempts or threatens to do the same.
 - Legal obligations exist under Title VI and Title VII of the Civil Rights Act, and the Pennsylvania Human Relations Act to prevent unlawful harassment in the workplace, be it based on sex, race, religion, national origin, or disability. Interpretations of these statutes by the courts, the EEOC, and the PHRC define "harassment" as employee conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The type of conduct that creates the hostile work environment is typically not criminal in nature; instead the conduct is a pattern of behavior that creates a hostile work environment as perceived by the victim. The harassment policies promulgated by the Office of Social Equity include specific procedures that are to be followed when a person asserts that he or she is being unlawfully harassed by an employee.
 - In *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999) the U.S. Supreme Court ruled that in order to constitute sex discrimination in violation of Title IX of the Education Amendment of 1972, the harassment must be "so severe, pervasive and objectively offensive that it can be said to deprive the victim's access to the educational opportunities or benefits provided by the school."
 - **Disruptive Behavior:** A person is disruptive when he/she engages in conduct that is disorderly, unnecessarily disturbs others, and/or is disruptive to the normal practices, processes, and functions of individuals and/or the university. Disruption may be demonstrated via email, by telephone, verbally, in writing, by proxy, and/or in person.
5. When students are the offending party, the Student Code of Conduct will serve as the framework for definition and/or adjudication. The judicial process may be used in addition to or in lieu of criminal processes. The judicial process does have interim procedures for removing individuals from class. The Code of Conduct is published in the Swataney and available on the Shippensburg University website.
6. Parameters of just cause, due process, and the conditions outlined in the collective bargaining agreements will guide institutional response to accusations against faculty and staff members.

7. The notifying individual will likely be required to furnish written documentation outlining the nature, scope, and timeline associated with the alleged behaviors. Participation in informal and/or formal processes designed to resolve the issues is also likely.
8. Timelines are specific to the type of behavior reported and to whom it was reported. Discussion should occur between the reporting party and the receiving party about procedures and timelines. It is always best to report troubling behavior "sooner rather than later."

Academic Policies

Introduction

As a student of Shippensburg University, you will need to understand and follow all academic policies and procedures in order to successfully complete your course of studies. University officials such as your faculty advisor, department chair, and academic dean can provide assistance, but it is ultimately your responsibility to be aware of academic policies and degree requirements. Detailed information can be found in the undergraduate catalog.

The catalog is an official university publication containing information on academic policies, procedures, course offerings, and degree requirements. One of the most important chapters of the catalog is called "Academic Policies and Procedures." This contains information for all students on grading, academic progress, withdrawal from courses, declaring or changing majors, academic standing, and requirements for graduation. Although some of that information may be summarized in Swatanev, the catalog is the only official source of information.

Registrar's Office

The Registrar's Office, located in Old Main 110, provides a variety of services for students. The Registrar maintains all official academic records and is responsible for scheduling, processing of grades, enrollment verification, notification of probation and dismissal, readmission, non-degree students, and graduation. For additional information, visit www.ship.edu/registrar.

Access to Student Records

Academic institutions are required under federal law to treat student academic records as confidential. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have certain rights to privacy concerning the release of their educational records.

Shippensburg University complies with FERPA and follows these guidelines for access to student records:

- Student records can be viewed by university officials for university business. Instructors, advisers, deans, or department chairs may review a student's academic records, such as courses taken and grades earned. Such access is limited to those with a legitimate educational interest in the student's record. Viewing information for personal reasons is a violation of the student's privacy rights.
- Because FERPA gives students the right of access to their own official educational records, information may be disclosed to the individual student.
- Student data may not be disclosed to third parties unless the student provides a written waiver permitting release. This prohibition includes the student's parents unless the student is a dependent as defined for federal income tax purposes.
- Under the provisions of FERPA, the university may release directory information about current students without violating privacy rights. Directory information for students include name, home/local address and telephone number, email address, enrollment status, major, degree, honors, as well as verification of dates of enrollment and degrees awarded.
- Individual students may request that directory information not be released by notifying the Registrar's Office. When that happens, those students are excluded from any printed directories and a message appears on computer displays indicating that information should not be released.

The university issues reports of progress including grades and letters of warning directly to the student. End of semester grades are not mailed to students. Students may access end of semester grades by logging on to the Student Information System, navigating to the "Registrar" section of the site, and clicking on the "Academic Record" link. During your freshman year, you will also receive mid-semester grade reports. These reports, which do not become part of your academic record, are intended to warn you about classes which you are in danger of failing. The mid-semester grade reports are mailed to you at your permanent mailing address. Certain groups of students will continue to receive mid-semester grades after their freshman year.

Mailing Addresses

The university maintains two mailing addresses for students. The local address is used for mailings sent during the semester. This address can be a residence hall, an apartment in town, or your home address if you commute. The permanent, or legal address, is used for mailings before and after semesters (for grades, bills, etc.).

It is important that you keep both addresses up to date. If one of your addresses is incorrect, you may not receive important information from the university.

You can indicate address changes when returning your bill, by submitting a change of address form in the Registrar's Office, or updating your record by logging on to the Student Information System, navigating to the "Registrar" section of the site, and clicking on the "Change Address" link.

Enrollment Verification

Students may need verification of their enrollment status for purposes such as eligibility for insurance coverage or deferment of student loans. Official verification of enrollment is done by the Registrar's Office for undergraduates. There is no fee for this service.

Enrollment will be verified for the official dates of each semester once a student has completed the registration process. This includes scheduling classes and paying tuition and fees. Verifications for student loan deferment may not be sent until the first day of the semester.

Undergraduate students will be certified as full-time if they are registered for 12 or more credits. Those with fewer than 12 credits will be certified as part-time.

Shippensburg University has authorized the National Student Clearinghouse (NSC) to provide these services to students:

- Print a certificate of enrollment that can be forwarded to a health insurer, housing provider, credit issuer, or other student service providers.
- View enrollment information that may have been provided to a student services provider.
- View the electronic notifications and deferment forms that have been sent to their lenders, servicers, and guarantors.

NSC may be contacted by logging on to the Student Information System, navigating to the "Registrar" section of the site, and clicking on the "Enrollment Verification" link.

Official verification of enrollment may also be requested through the Registrar's Office, but the office requires a one-week turn around time. It is more efficient and timely to use the NSC service.

Transcripts

Transcripts are the complete and official record of academic activity at Shippensburg University. Official transcripts are only available through the Registrar's Office. Transcripts are free up to three copies. After the third copy, a \$3.00 fee per copy is required.

Students may request a transcript by completing the transcript request form available at http://www.ship.edu/Registrar/Registrar_Office_Forms. This form may be delivered, mailed or faxed to the Registrar's Office. Transcripts may NOT be requested by phone. In order to protect students' privacy rights, we must receive a signed request before releasing transcripts. Students with holds on their accounts because of obligations to the University (unpaid fees, materials not returned, parking fines, etc.) will not be provided with official transcripts until the holds are satisfied.

Undergraduate/Graduate Catalog

Students are urged to familiarize themselves with the Undergraduate and Graduate Catalogs, especially with those sections which deal with fees, deposits, curriculums, scholastic regulations, quality point system and graduation. The catalog is the official publication of Shippensburg University which includes all official information of concern for students. Freshmen and transfer students will receive Undergraduate Catalogs during their Orientation Programs which are held in June. Continuing students may purchase catalogs in the campus bookstore or consult a library copy. This publication is also available on-line at <http://www.ship.edu/catalog>.

Policy on Academic Dishonesty

Academic Dishonesty

It is the policy of Shippensburg University to expect academic honesty. Students who commit breaches of academic honesty will be subject to the various sanctions outlined in this section. This policy applies to all students enrolled at Shippensburg during and after their time of enrollment.

As used in this policy, the term academic dishonesty means deceit or misrepresentation in attempting (successfully or unsuccessfully) to influence the grading process or to obtain academic credit by a means that is not authorized by the course instructor or university policy. A breach of academic honesty is committed by students who give, as well as receive, unauthorized assistance in course and laboratory work and/or who purposefully evade, or assist other students in evading, the university's policy against academic dishonesty.

Definition

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Academic dishonesty includes but is not limited to:

- Bribing, or attempting to bribe, faculty or staff personnel in order to attain an unfair academic advantage.
- Possessing course examination materials prior to administration of the examination by the instructor without the instructor's consent.
- Using unauthorized materials or devices such as crib notes during an examination.
- Providing and/or receiving unauthorized assistance during an examination.
- Using a substitute to take an examination or course.
- Misusing transcripts, records, or identification, such as forgery or alteration of transcripts.
- Allowing others to conduct research for you or prepare your work without advance authorization from the instructor, including, but not limited to, the services of commercial term paper companies.
- Intentionally and without authorization falsifying or inventing any information or citation in an academic exercise, such as making up data in an experiment or observation.

The preceding list is only for purposes of illustration. Other forms of inappropriate conduct may also be subject to charges of academic dishonesty.

Resolution of Charges

When an instance of academic dishonesty is alleged, the issue should be resolved on an informal basis between the student and faculty member. If an informal resolution cannot be achieved, a formal process of deciding culpability and assessing sanctions will be followed. If the student has committed a previous violation, the formal process must be followed.

Informal Resolution

A faculty member who obtains information that a student has been dishonest should act promptly to resolve the issue. The faculty member should first contact the Dean of Students to determine if this is the first violation for the student. If the suspected incident is not the first violation, the offense must be handled through the formal resolution process.

For a first violation, the faculty member may attempt to resolve the issue informally with the maximum penalty to be a grade of "F" in the course. If the faculty member feels that the offense warrants a more severe penalty, the matter must be resolved through the formal process.

For the matter to be resolved informally, the faculty member must meet with the student and present any evidence of a violation. The student will be given an opportunity to provide an explanation after hearing the evidence. If the faculty member determines that violation has occurred, he/she will complete the form "Settlement of a Charge of Academic Dishonesty." This form will include the penalty that the faculty member will apply.

The form is then given to the student, who has 72 hours to seek advice and decide whether to sign. If the student agrees to accept the penalty, he/she must sign in the presence of the faculty member. The faculty member will then implement the accepted penalty and forward the settlement form to the Dean of Students. The form will be kept on records for five years and may be used if the student is accused of another academic dishonesty offense or any other violation of the Student Code of Conduct. The information will only be used for internal purposes and will not be disclosed outside the University.

If the student refuses to sign, the faculty member may pursue the matter through the formal resolution process.

Formal Resolution

An allegation of academic dishonesty must be resolved through a formal process if the student disputes the charges or does not accept the penalty proposed by the faculty member. The formal process must also be followed if the incident is not the student's first violation.

In the formal process, an allegation of academic dishonesty will be treated as a violation of the Student Code of Conduct. The charges will be resolved through the Judicial Process administered by the Dean of Students. The Dean of Students and an academic administrator designated by the Provost will consult to determine if sufficient information is present to warrant further action.

If there is sufficient information to proceed with the complaint, the steps outlined in the "Student Code of Conduct and Judicial Process" section of the student handbook Swataney will be followed. Academic dishonesty cases must be heard by the University judicial hearing board; the judicial officer option is not available for these cases.

Appeals of academic dishonesty decisions will be handled by the Vice President for Student Affairs and the Provost.

Penalties

The Student Code of Conduct contains a list of sanctions which may be imposed for violations. In addition to those in the Code of Conduct, the following two sanctions may be imposed against students found to have committed acts of academic dishonesty:

- Grade Reduction
The grade for a particular unit of work or for the entire course may be reduced.
- Imposition of a Failing ("F") Grade.
The student may receive an "F" grade for the course.

These two penalties may be imposed through the informal settlement process or the formal hearing process. More severe penalties, including suspension or expulsion may only be imposed through the formal process. Additional stipulations may also be attached to any sanctions.

Plagiarism

Plagiarism is a form of academic dishonesty. Shippensburg University will not tolerate plagiarism, and the faculty will make all reasonable efforts to discourage it.

Plagiarism is your unacknowledged used of another writer's words or specific facts or propositions or materials in your own writing. When other writers' words or materials (even short phrases or specific terminology) are used, you should put these words, phrases or sentences inside quotation marks (or else indent and single-space more extended quotations), and you should then cite the source of the quotation either in the text of your writing or in footnotes. Failure to do so may be considered plagiarism. When

the propositions of another writer are restated in your own words (paraphrased), you should also indicate the source of the paraphrased material in your own text or in footnotes. Comparable citation should be made for borrowings from media other than printed texts, such as lectures, interviews, broadcast information, or computer programs.

The more flagrant form of plagiarism is your submission of an entire paper or computer program or lab report (or a substantial portion of a longer work) written by someone else and presented as your own work. This can include material obtained from a friend, from a fraternity or sorority file, from duplicated student writings used for analysis in other writing courses, from commercial sources, or from published materials. Another common form of plagiarism is the unacknowledged borrowing from other sources (either words or propositions) and the integration of such material in your own work.

Certain situations may cause conscientious students to fear plagiarizing when they are not really plagiarizing. These include:

Improper format for documentation

Improper documentation is not plagiarism but a technical academic problem. Different professors, different academic departments, and different academic disciplines have various ways of documenting borrowed materials. Each professor should make clear to you how he/she wants borrowed materials documented for given writing or programming assignments. You should make every effort to understand precisely what your professor expects regarding documentation. As long as you make a clear effort to document all borrowed materials, you are not plagiarizing.

Use of supplemental individualized instruction on an assignment

Various tutorial resources are available at the university, including a writing center and assistance from faculty who assist students during the process of composing a paper. When you seek these kinds of legitimate academic assistance, you are not plagiarizing. In fact, you are making an extraordinary attempt to improve your writing and academic performance. In such cases, you should inform your instructor of the fact you have sought assistance from a given source on an assignment. This acknowledgment should be stated on the cover sheet of your paper or program. The prohibition against plagiarism should in no way inhibit or discourage you from seeking legitimate supplemental instruction in developing an assignment.

Use of a proofreader

If you are unsure of your ability to produce finished drafts which are virtually error-free, you may use such resources as hired typists, more editorially proficient friends, tutors, or writing center personnel to insure your finished papers are relatively error-free. You should indicate on the title page the fact your paper was typed and/or proofread by someone else. The prohibition against plagiarism should in no way inhibit or discourage you from using available reference and/or human editorial resources in seeking to produce an error-free final copy of a paper.

In summary, plagiarism is the unacknowledged borrowing of another writer's, speaker's or programmer's words and/or propositions. To avoid plagiarism, you should acknowledge assistance received in developing and/or proofreading a paper. If you need or desire such assistance, you should not be discouraged from seeking it because of the university policy on plagiarism.

Grade Appeals Policy

If you would like to appeal a final course grade, you do have recourse to an appeals procedure. Each department has an Academic Appeals Committee, established to give students an avenue of appeal of final grades.

You must initiate an appeal of a final grade within 30 calendar days after the beginning of the semester following the issuance of the grade. The summer term does not constitute a semester. Any grade appeals or grade change requests initiated on the basis of alleged academic dishonesty will be handled under the procedures for Academic Dishonesty.

Details of the appeals procedures can be found in the undergraduate catalog.

Electronic Communication Policy

At Shippensburg University electronic mail (e-mail) offers efficient, effective, and timely communication between members of the University community. Thus e-mail is an official means of communication and the primary method for University faculty, administrators, and staff to contact all students. Students are expected to use the campus e-mail service and check their e-mail accounts on a regular basis because correspondence about administrative requirements, academic issues, public safety and health, judicial affairs, emergencies, and general matters will be sent in this manner. Much of this correspondence will be time-sensitive.

Students will be given a campus e-mail account at no cost. The account is active throughout a student's period of enrollment, including all vacation periods. Students wishing to utilize only off-campus e-mail services are expected to forward their campus e-mail to that internet provider or server. Otherwise, they are still expected to check their campus e-mail account on a regular basis. Failure to check one's campus e-mail account in a timely manner shall not be an excuse for missing deadlines or failing to meet communicated expectations.

Therefore, all students must do the following:

- Regularly check their accounts and read any e-mail in a timely fashion. It is preferable that students read their e-mail on a daily basis but they are expected to do so at least four times per week, including all vacation and summer periods.
- Maintain their ship.edu inbox and home directory on the Student Information System located at info.ship.edu. In particular, all students are expected to ensure that use of the University's computing systems and networks do not exceed current published limits, thereby interfering with one's ability to receive e-mail. All students are also expected to comply with all published policies governing computing and information networking.
- If people choose to use software to sort incoming e-mail into folders or to filter out unsolicited advertising e-mail (SPAM), they are responsible for making sure that the filter rules do not accidentally delete official correspondence from the University.
- If students choose to forward e-mail from ship.edu to another e-mail server, they are responsible for making sure that the e-mail is forwarded and working properly. They must also ensure that their e-mail account has adequate space available to accept new messages.

General Directions

Registered students are assigned a university e-mail account. Prior to taking their first classes, all students will receive an identification card with a library number printed on it. Once they receive the library number, students can log into the Student Information System at the <http://info.ship.edu> website to activate an initial password. The second step is to select "Computer Services" and "Get E-mail Userid" to obtain an e-mail userid and password. After activating an account, the e-mail service is available from any web browser pointed to <http://mail.ship.edu>. All campus e-mail may be forwarded to another e-mail address. To do this, login to the Student Information System and choose "Registrar" and "Forward E-mail".

Computing and Information Network Acceptable Use Policy

Originating Office

Computing Technologies Center

Purpose

The following policy contains the governing philosophy for regulating the use of Shippensburg University's computing/information network facilities and resources. Access to the University's

computing/information network facilities and resources is a privilege granted solely to Shippensburg University faculty, staff, registered students, those with special accounts, and individuals using public access computers. All users of the computing/information network facilities must act responsibly and maintain the integrity of these resources. The University reserves the right to limit, restrict, or extend computing/information network privileges and access to its resources.

Scope

This policy applies to the use of all computing and network activity at Shippensburg University.
Policy

The primary use of computing/information network facilities is for academic, administrative, and research activities. Other non-restricted use such as entertainment is secondary and may be restricted when it interferes with the primary use.

The University's computing/information network policies include, but are not limited to, the list below:

1. An individual shall use only the computer or network ID that was assigned to him/her, unless multiple access has been authorized for the ID.
2. Users may use only the password(s) provided to them and shall not try in any way to obtain a password for another user's computer or network ID.
3. Attempting to disguise the identity of the account or machine you are using is prohibited.
4. Use of the University's network resources to gain or attempt to gain unauthorized access to remote computers is prohibited.
5. Any deliberate act which may seriously impact the operation of computers, terminals, peripherals, or networks is prohibited. Such acts include, but are not limited to, the following: tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
6. Attempting to modify in any way a program or digital media which the University supplies for any type of use at its sites is prohibited.
7. No person shall knowingly run or install on any of the University's computer systems, or give to another, a program which could result in the eventual damage to a file, computer system, or information network, and/or the reproduction of itself. This is directed towards, but not limited to, the classes or programs known as computer viruses, Trojan horses, and worms.
8. No person shall attempt to circumvent data protection schemes or uncover security loopholes.
9. All persons shall abide by the terms of all software licensing agreements and copyright laws. In particular, unauthorized copying of copyrighted software is prohibited, unless the University has a site license specifically allowing the copying of that software. Furthermore, the copying of site-licensed software for distribution to persons other than Shippensburg University faculty, staff, and students, or the copying of site-licenses software for use at locations not covered under the terms of the license agreement, is prohibited.
10. Deliberate acts which are wasteful of computing/information network resources or which unfairly monopolize resources to the exclusion of others are prohibited. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, or printing or creating unnecessary network traffic. Printing unnecessary multiple copies of any document including resumes, theses, and dissertations is also prohibited.
11. The following type of information or software cannot be placed on any University-owned computer system:
 - a. that which infringes upon the rights of another person.
 - b. that which may injure someone else and/or lead to a lawsuit or criminal charges; examples of these are: pirated software, destructive software, pornographic materials, and libelous statements.
 - c. that which consists of any advertisements for commercial enterprises.
12. No person shall harass, intimidate, threaten, or stalk another person by using email or other electronic means.
13. Use of the University's computer/information network resources to monitor another user's data communications, or to read, copy, change, or delete another user's files or software, without permission of the owner, is prohibited.

14. Use of the University's microcomputers, workstations, or information networks must be related to a Shippensburg University course, research project, work-related activity, departmental activity, or for inter-personal communications. Use of these resources for personal or financial gain is prohibited.
15. Any network traffic exiting the University is subject to the acceptable use policies of the network through which it flows (Prepnet, NSFNET, SSHENET, etc.), as well as to the policies listed here.
16. Existing University policies such as the Sexual Harassment Policy, Student Disciplinary Code, Academic Dishonesty Policy, Facilities Use Policy, etc., listed in University publications, will be enforced as they relate to a violation of the Computer Use Policy.

Responsibilities

The Computing Technologies Center (CTC) and the President should be notified about violations of laws and policies governing information use, intellectual property rights, or copyrights, as well as about potential loopholes in the security of the University's computer systems and networks. The user community is expected to cooperate with the CTC in its operation of computer systems and networks as well as in the investigation of misuse or abuse. Should the security of a computer system or information network be threatened, suspected user files may be examined under the direction of the University President or his/her designee.

While the university recognizes the role of privacy in an institution of higher learning, and will endeavor to honor that ideal, there should be no expectation of privacy of information stored on or sent through university-owned IT resources, except as required by law. For example, the university may be required to provide information stored in IT resources to someone other than the user as a result of court order, investigatory process, or in response to a request authorized under Pennsylvania's Right-to-Know statute (65 P.S. §67.101 et seq.). In order to provide system reliability, copies of all files are maintained on backup storage devices so that even the deletion of files by a user will not guarantee their destruction. The need for system maintenance and reliability may require University personnel to have access to user's files.

Those who do not abide by the policies listed above are subject to suspension of computer/information network privileges, disciplinary actions that may result in suspension or dismissal, and possible referral to the appropriate judicial process.

Offenders may also be subject to criminal prosecution under federal or state law, and should expect the University to pursue such action. As an example, under Pennsylvania law, it is a felony punishable by a fine up to \$15,000 and imprisonment up to seven years for any person to access, alter or damage any computer system, network, software, or database, or any part thereof, with the intent to interrupt the normal functioning of an organization [18Pa.C.S.3933(a)(1)]. Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software [18Pa.C.S.3933(a)(2) and (3)].

Policy for Religious Observances for Students

It shall be the position of Shippensburg University to respect the principle of the separation of church and state, while promoting and encouraging a climate of dignity where individuals are not discriminated against or treated differently because of their religion or national origin.

To foster and advance the precepts of an inclusive environment, students desiring to participate in the religious observances of their particular faiths, creeds or beliefs will be granted an excused absence from scheduled classes. Faculty will make appropriate accommodations for the excused absence(s), and students will be accountable for the material covered in class. Each academic semester students will be required (in writing) to provide their faculty with the dates of scheduled religious observances.

Policy on Religious Organizations

The importance of religion in the life of a college student is recognized and emphasized, but no partiality is shown to any denomination or sect.

Shippensburg University recognizes two campus minister positions: one funded by the Shippensburg United Campus Ministry Board and the other funded by the Roman Catholic Diocese of Harrisburg. Organizationally, these positions report to the Vice President for Student Affairs. It is understood that the individuals occupying these two positions will work cooperatively in meeting all the pastoral needs of students.

Student religious organizations seeking recognition on the Shippensburg University campus must submit their request, in writing, to the Student Group & Activities Committee following the procedures outlined in the Student Handbook. The United Campus Ministry office, in conjunction with the Religious Life Committee, and working cooperatively with the Vice President for Student Affairs, will coordinate outside religious organizations wishing to offer programming on campus.

Religious groups may hold meetings on the university campus so long as the time and location are approved and reserved by the appropriate authority and the information placed on the Student Activities Calendar.

Facilities are made available in accordance with official opinion No. 2 issued in January, 1973, by the office of the Attorney General, which states:

1. State University facilities may be provided for religious purposes only on a disinterested and equitable basis.
2. The use of University facilities for religious activities is not in violation of the Establishment of Religion Clause of the United States Constitution when reasonable accommodations are provided at reasonable times which do not interfere with the regular activities of the University; when all groups requesting the use of the facilities are given equal access thereto; when the users are members of the University community; and when payment is made for exceptional expense incurred by the University in providing these facilities.
3. Governmental interrelationships with religion must have a primary effect that neither advances nor inhibits religion.
4. Permissible and impermissible interrelationships between church and State can only be determined on a case-by-case basis.

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