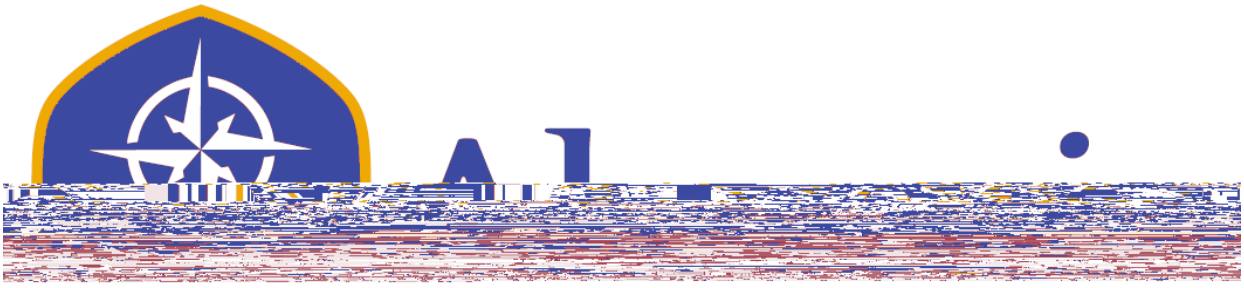

Student Handbook

EffectiveAugust 2024

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COMMUNITY STANDARDS

In this section of the Student Handbook, the University outlines the basic rights afforded to students, individually and collectively; the Alvernia University Student Code of Citizenship; and the Community Standards system by which the tenets of the Code are upheld and through which violations are addressed. An Alvernia University student accepts the duties and responsibilities of a member of a private educational community. In return, the University makes available a fair process, as defined below, to every student in situations involving alleged violations of our Student Code of Citizenship.

Students' Personal Rights

- All members of the academic community must recognize (e)-6 (r)-2.8 ( )10.7 (o)-mt recoA (r (oA)-6.9 2h1pc)-4.9 5.9

Alvernia University Student Code of Citizenship

Our Student Code of Citizenship supports our mission to be a rigorous, caring, and inclusive learning community committed to academic excellence, and is inspired by our Franciscan Catholic heritage. To be Franciscan is to respect the dignity of each human person and all creation; to be open to the world and its diversity of cultures, faiths, traditions, races, and peoples; to honor right relationships (by which is meant a harmony in all human relationships, as well as with God and with all of creation); and to seek peace through action for justice.

Therefore, each student shall…

The tenets of the Student Code of Citizenship are purposely expressed in the positive. Examples of specific prohibitions that flow from

Examples of Specific Prohibitions that Flow from the Tenets of the Student Code of Citizenship

Because our Student Code of Citizenship requires students to be honest at all times, all forms of dishonesty are prohibited. Academic honesty (see relevant passage in Academic Policies and Procedures section of the Student Handbook) and honesty in all forms of communication with faculty, staff, administration, and fellow students of the University are of particular concern.

Because our Student Code of Citizenship req3 (s)1.7 (h)5.2 (i)2.nini ofeq33 (c)i t Cinin rae

Alvernia Honor Code

Alvernia University's mission includes developing ethical leaders with moral courage. To uphold that mission, members of the Alvernia community promise to act in ways that are honest and principled and bring honor to the university.

As members of the Alvernia community, we commit to uphold the highest academic standards, based on honesty, trust, fairness, respect, and responsibility. We promise to act with moral courage in regard to our behavior and those we observe.

Breaches of honesty include but are not limited to:

- copying another student's work
- submitting work that you did not do yourself,
- plagiarizing any part of the published (online or in print) work of another,
- submitting a paper from another course in lieu of doing a new assignment,
- facilitating the dishonesty of another student,
- cheating on an examination

Pledge:

Whenever requested by the professor, academic work will be accompanied by a student's pledge:

> **"On my honor I pledge that I have upheld the highest standards of academic integrity and have not lied, cheated, or received any unauthorized assistance on this [exam/assignment], nor have I in any way facilitated the dishonesty of another student on this [exam/assignment]."**

Those who witness breaches of the Honor Code have an ethical responsibility to report such misconduct to the appropriate professor or supervisor.

Community Standards System

Community Standards Authority

The Executive Executive Director of Community Standards appoints Student Affairs Division staff members to serve as Community Standards Conference Officers, determines which type of Community Standards Conference will be utilized first in each case, and develops policies and procedures for the administration of the Community Standards system, in consultation with superiors.

Filing a Complaint

Anyone can file a complaint to indicate if she or he believes that the Student Code of Citizenship has been violated. Complaints shall be filed with the Public Safety Office, Office of Residence Life, or the Office of Community Standards. The Public Safety Office, Office of Residence Life, or the Office of Community Standards will complete an Incident Report on which the University official will formally collect all the information related to the specific complaint.

Reporting an Incident

Reporting an Incident of Behavioral Concern

Students witnessing a behavioral situation that appears to pose an immediate threat to a person or property should immediately contact Public Safety. If the concern about a person's behavior does not appear to pose an immediate threat, students should contact an RA, a faculty or staff member, Public Safety, or the Senior Vice President of Enrollment Management and Student Affairs with the concern. That person will help document concerns so the University can intervene as appropriate.

In addition, students with mental health concerns about themselves that may pose an immediate threat to themselves, others, or property should the Health and Wellness Center or the Office of Public Safety. For
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- Complainant – A person who brings forth a formal complaint against another student.
-

Victims' Rights in Certain Situations

Federal law mandates that alleged victims (e.g., complainants) of certain crimes of violence and forcible and nonforcible sexual offenses, or the alleged victims' next of kin (if the alleged victim dies as a result of the crime or offense) have the right to be informed of the results of any institutional disciplinary proceeding dealing with that crime or offense. That being the case, such alleged victims or next of kin are afforded the opportunity by Alvernia University to request a Formal Administrative Conference or Reconsideration of Sanctions if they wish to contest, respectively, the findings or sanctions of Preliminary Conferences related to the crimes or offenses of which they allegedly were victims.

Reconsideration of Sanctions

A request for Reconsideration of Sanction is heard by the Executive Director of Residence Life and (or designee) upon the request of a student who has been sanctioned as a result of a Preliminary Conference.

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Affairs. A student who has been suspended for two or more semesters and who wishes to be considered for readmission needs to provide documentation that all outstanding sanctions have been met and needs to re-apply to Alvernia University through the Office of Admission.

- **Forced Withdrawal** – This sanction may be used in severe cases in which in which suspension or dismissal would be imposed, but mitigating circumstance warrant that a student not suffer the stigma attached to a suspension or a dismissal. The Senior Vice President for Enrollment Management and Student Affairs imposes forced withdrawal.

- **Dismissal** – This is a written sanction of permanent withdrawal of the privilege of attending Alvernia University. The Senior Vice President for Enrollment Management and Student Affairs imposes the dismissal upon the recommendation of the Executive Executive Director of Community Standards, following the Director's conferral with the Senior Vice President for Enrollment Management and Student Affairs & Executive Director of Residence Life. A student who is dismissed is not permitted on campus and is under threat of defiant trespass charges being filed if she or he appears on campus. This sanction can be imposed due to the seriousness of one act or event, or it can be an accumulation of campus or police violations. If the dismissal occurs prior to the last official date to withdraw from classes, the student will be assigned a W (withdraw) from classes. If the dismissal occurs after the last official date to withdraw from classes, the student will be assigned a WP (withdraw/pass) or WF (withdraw/fail), as determined by the instructors at the time of the dismissal. A hold will be placed on the record indicating the student is unable to register for classes. The dismissed student should contact the Office of Student Financial Planning and the Office of Student Billing, since a dismissal from the University may affect financial aid, grants, scholarship, etc., if any apply.

Examples of Supplementary Conditions (may include but are not limited to):

- **Educational/Restorative Justice Project** – This project is utilized to enhance the learning experience in relation to the policy that was violated, to assist the student in better understanding the overall impact of his/her behavior and to restore any harm done to the community. This sanction may include but is not limited to: writing an essay, attending and/or presenting a workshop to a group of students, meeting with an appropriate educator/administrator, meeting with appropriate community members.

- **Referral to the Health and Wellness Center** – This referral is utilized when the Conference Officer determines thiyiot (/)1.6 (o)-9.6 (r)-2.8 (p)-0.3 (e)8 (m)-.2 (y)-cs (e)8 (t)s (e)8 (t)seuu w-5.8 (e)7.6 (m)-9.6 (r)-2.8 (k)-4
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- **Restitution** – A student whose actions damage, deface, or destroy University property may be required to make restitution, in addition to any other sanctions that are officially imposed. Restitution can also be imposed in cases of theft.

- **Community Restoration Hours** –

- The student making the appeal may be interviewed at the discretion of the Senior Vice President for

For questions or concerns, **faculty, staff, and student employees** should contact:

Human Resources, Alvernia University
220 Francis Hall
400 St. Bernardine Street
Reading, PA 19607
610.796.8317
human.resources@alvernia.edu

Campus Crime Statistics

Alvernia University complies with reporting requirements of both the federal government and the Commonwealth of Pennsylvania in regard to criminal offenses on campus. Should there be any complaints about the University's compliance with state reporting requirements, they should be filed in writing with the Senior Vice President of Enrollment Management and Student Affairs Every effort is made to resolve any complaint filed. If the complaining party continues to believe that the act is being violated, the complaining party may file a complaint with the Pennsylvania Office of the Attorney General and will be given the address of that office by the Senior Vice President of Enrollment Management and Student Affairs

Closing/Severe Weather

On infrequent occasions, Alvernia University may decide not to open, open late, or close early to protect the safety of the Alvernia community. The University will notify the Alvernia community by 6 am for day classes and by 4 pm for evening classes. The University will utilize the local and regional television and radio stations, the University website (www.alvernia.edu), and e2Campus (if the student is enrolled in this program). Graduate and Continuing Education students may call the main number which is 610-796-8228. Students at satellite sites may call their site's main number or the main campus number for closing information.

University includes the following: Student's name, city and state of permanent residence, University email

For medical meal plan exemption request, the student should provide documentation to the Accessibility Services Director who will consult with the Director of Collegiate Health Updated June 2024 Services, Penn Medicine, Alvernia Medical and Counseling Center. If an exemption is granted, the Director of Accessibility Services will communicate with the Housing Operations Coordinator if a meal plan request has been granted.

Grounds and Facilities Access

The athletic and library facilities along with cultural enrichment programs and various other activities are open to the University community. Public Safety is responsible for locking and unlocking all campus buildings based on usage, class schedules, and special events. Students, staff, and faculty members are required to have appropriate departmental authorization to be in any academic building after closing and authorization should be cleared through the Public Safety Office. Visitors to the campus seeking access to campus buildings and facilities for special events must do so through the Public Safety, Public Relations, or other appropriate office.

Some campus buildings are accessible 24/7 via a swipe card entry. After hours, students may gain entry with their University ID. It is the student's responsibility to make sure no unauthorized person enters the building.

Health and Counseling Procedures

Section 504 of [illegible]

semesters. However, students must be approved for fitness to return to campus through the process described in this policy.

Students are encouraged to discuss medical leave issues with a counselor or medical provider as soon as it becomes apparent that their health is preventing them from completing their work. This serves both the interests of the student and the University. The Director of Health Services will direct the student to provide appropriate documentation from a licensed physician, therapist or health practitioner.

A student who is granted a medical leave receives a W (withdraw) for all classes on their official semester report and transcript. A medical leave hold is placed on the academic record indicating the student is unable to register for classes until all responsibilities have been met for readmission. Students who are approved for medical leave are entitled to tuition refunds in accordance with the refund schedule published on the university web site, based upon the effective date of the medical leave (see below).

Procedure for Voluntary Medical Leave Request

A student requesting medical leave must:

- Submit a request in writing (hard copy or email) to the Director of Health Services.
  (A student also may make an appointment to discuss the request.)
- Indicate if the request is for one or two semesters.
- Provide appropriate documentation from a licensed physician, therapist or health practitioner.
  Documentation must be received within seven (7) calendar days of the request.
  Documentation must specify the student's condition/diagnosis, treatment plan, and reasoning for requesting a medical leave.

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consecutive semesters of leave must have met all requirements for readmission and apply for admission to the University through the Office of Admission.

The granting of medical leave by the University does not guarantee that the student will be allowed to return.

Extension of Medical Leave Status

Omnilert (610-796-8392)

- Complainant means an individual who is alleged to be the victim of conduct that could be Sex Based Harassment based on a protected class; or retaliation for engaging in a protected activity.

- Complaint (formal) means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging Sex Based Harassment or retaliation for engaging in a protected activity and requesting that the University investigate the allegation.

- **Official with Authority** (OWA) means an employee of Alvernia University explicitly vested with the responsibility to implement corrective measures for Sex Based Harassment and/or retaliation on behalf of Alvernia University.

- **Parties** include the Complainant(s) and Respondent(s), collectively.

- **Pregnancy or Related Condition** means pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom.

- **Remedies** are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Alvernia University educational program.

- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute Sex Based Harassment or retaliation for engaging in a protected activity.

- **Resolution** means the result of an informal or Formal Grievance Process.

- **Retaliation** means intimidation, threats, coercion, or discrimination against any person for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part…

- **Sanction** means a consequence imposed by the Recipient on a Respondent who is found to have violated this policy.

- **Sex Based Harassment** is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence including harassment involving sex stereotypes, characteristics, orientation, gender identity and pregnancy or pregnancy related condition.

- **Student.** Any person who has gained admission.

- **Title IX Coordinator** is at least one official designated by Alvernia University to ensure compliance with Title IX and the Recipient's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

- **Title IX Team** refers to the Title IX Coordinator and any member of the Grievance Process Pool.

2. Rationale for Policy

Alvernia University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from Sex Based Harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity,

Dr. Kimberly Lemon
Title IX Coordinator
Campus Commons, 104G
400 St Bernardine Street
Reading, PA 19607
610-796-5059
kimberly.lemon@alvernia.edu

Michelle Schilling
Deputy Title IX Coordinator
Upland Center, Suite 112
400 St Bernardine Street
Reading, PA 19607
610-796-2857
michelle.schilling@alvernia.edu

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Reading/Berks Human Relations Commission
602-604 Court Street
Reading, PA 19601
(610) 7375-8852
For complaints involving employees: Equal Employment Opportunity Commission (EEOC) [3]

7. Notice/Complaints -0.0072 (t)-6.o

This policy applies to the education program and activities of Alvernia University, to conduct that takes place on or off campus or on property owned or controlled by Alvernia University, at Alvernia University-sponsored events, or in buildings owned or controlled by Alvernia University's recognized student organizations. Education programs include those which take place out of the United Staters such as study abroad and alternative break trips.The Respondent must be a member of Alvernia University's community in order for its policies to apply. This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Alvernia University's educational program. The recipient may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Alvernia University interest.

13. Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Alvernia University's jurisdiction and/or significant t'sTs(/)1d/t4nrsptoersrseT-7 toanhespi

nature, including hazing, stalking, and failure to provide equal opportunity in admissions, employment, or athletics. The University, as an educational community, will promptly and equitably respond to reports of sexual harassment, sexual violence, stalking and intimate partner violence in order to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community.

16. Definition of Sex Based Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the Commonwealth of Pennsylvania regard Sex Based Harassment as an unlawful discriminatory practice.

Alvernia University has adopted the following definition of Sex Based Harassment in order to address the unique environment of an academic community.

Acts of Sex Based Harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, gender identity and/or pregnancy related of those involved.

1) Any sexual act[6] directed against another person[7],
2) without the consent of the Complainant,
3) including instances in which the Complainant is incapable of giving consent.

b) Sex Offenses, Non-forcible:
   a) Incest:
      1) Non-forcible sexual intercourse,
      2) between persons who are related to each other,
      3) within the degrees wherein marriage is prohibited by Pennsylvania law.
   b) Statutory Rape:
      1) Non-forcible sexual intercourse,
      2) with a person who is under the statutory age of consent of 16.

4) Dating Violence, defined as:
   a. violence,
   b. on the basis of sex,
   c. committed by a person,

the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM[9] or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying "no" may be part of the kink and thus consensual, so Alvernia University's evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

Incapacitation: A person cannot consent if they are unable to understand what is hap0.7 (s)-4.3 (e)-4.3 (ha)-6.6 (n)13.2 ()6.5

for by Title IX. The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made tffl#1122 59.04 16 (y(al

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the Alvernia University.

Supportive measures may be offered as the result of such disclosures without formal Alvernia University action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of Sex Based Harassment or retaliation of which they become aware is a violation of Alvernia University policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Alvernia University is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

19. When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or

All personally identifiable information is kept private, but statistical information must be shared with Public Safety regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs/student conduct staff, Public Safety, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, student staff members and any other officiy y75(b)10.1 (u)-0B3( )]T1 Tw 5.924]T1 Tw(iv)-5.c.3 (ir-6.6 (u)-0B3( )

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator[11] engages in an initial assessment, typically within one to five business days. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
    - o

a. Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Alvernia University community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from Alvernia University, the Advisor will be trained by Alvernia University and be familiar with Alvernia University's resolution process.

If the parties choose an Advisor from outside the pool of those identified by Alvernia University the Advisor may not have been trained by Alvernia University and may not be familiar with Alvernia University policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

b. Advisor's Role in Meetings and Interviews

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Alvernia University cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Alvernia University is not obligated to provide an attorney.

c. Advisors in Hearings/Alvernia University-Appointed Advisor

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i. Expectations of an Advisor

Alvernia University generally expects an Advisor to adjust their schedule to allow them to attend Alvernia University meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Alvernia University may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

j. Expectations of the Parties with Respect to Advisors

Informal Resolution can include three different approaches:

- When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- When the parties agree to resolve the matter through an alternate resolution mechanism as described below, including mediation, usually before a formal investigation takes place; see discussion in b., below.
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process (similar to above, but usually occurs post-investigation); see discussion in c., below.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, Alvernia University will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by Alvernia University.

- How to determine appropriate sanctions in reference to all forms of harassment and/or retaliation allegations
- Recordkeeping

Specific training is also provided for Appeal Decision-makers, intake personnel, and Advisors (who are Alvernia University employees). All Pool members are required to attend these trainings annually. The materials used to train all members of the Pool are publicly posted here: https://www.alvernia.edu/student-life/title-ix

d. Pool Membership

The Pool includes

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12. Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Alvernia University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

13. Delays in the Investigation Process and Interactions with Law Enforcement

Alvernia University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

Alvernia University will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. Alvernia University will promptly resume its investigation and resolution process as s

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19. Hearing Decision-maker Composition

- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Hearing Officer(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Hearing Officer on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Hearing Officer(s). For compelling reasons, the Dec on an tco.6 (o)- (o3 (s)-3 (h(

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23. Pre-Hearing Preparation

The Hearing Officer after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) [or have proffered a written statement or answered written questions], unless all parties and the Hearing Officer assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Hearing Officer do not assent to the admission of evidence newly offered at the hearing, the Hearing Officer may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given the name of the Hearing Officer(s) at least five (5) business days in advance of the hearing. All objections to any Hearing Officer must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than one day prior to the hearing. Hearing Officers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Hearing Officer(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Hearing Officer who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Hearing Officer is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Hearing Officer at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Hearing Officer.

24. Pre-Hearing Meetings

The Decision maker or Hearing Officer may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Hearing Officer can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for ther e.aiB (t)-pe849-r t

expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

a. Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

37. Appeals

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the

University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent Alvernia University is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' Alvernia University-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

b. Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.
If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.
Alvernia University may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions include6 (a)-3.29ripeparation.

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.
When no policy violation is found, the Title IX Coordinator will address any remedies owed by the Recipient to the Respondent to ensure no effective denial of educational access.
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a. The basis for all conclusions that the response was not deliberately indifferent;
b. Any measures designed to restore or preserve equal access to Alvernia University's education program or activity; and
c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Alvernia University will also maintain any and all records in accordance with state and federal laws.

41. Disabilities Accommodations in the Resolution Process

Alvernia University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to Alvernia University's resolution process.

Anyone needing such accommodations or support should contact the Director of Accessibility Services or appropriate HR individual if employee, who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

42. Revision of this Policy and Procedures

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct and/or retaliation under Title IX and will be r, de S 9 (c)-1lfv ada0.9 (p[e)-6 .iET Td(r fu)2.6 6o6.6a9 (ap)ff (c) (n)2.3ate98e.iE2.3 (7-3

Major Alcohol Policy Statements

Alcohol in the Residence Halls

- Alcohol is not permitted in any living units in Anthony Hall, Clare Hall, Francis Hall, Veronica Hall, Holleran Hall, or Judge Hall. All living units in those halls are designated alcohol free. No one, regardless of age, is allowed to possess or consume alcohol in those buildings.
- Alcohol is permitted in the living units of the other residence halls, under the conditions outlined in the Major Alcohol Policy Statements above. When alcohol is being consumed, doors to living units must be kept closed; an open door causes a living unit to be considered a public space, in which alcohol consumption is not permitted.
- Presence in any living unit (room, apartment, or townhouse) where an alcohol policy violation is taking place, even if not actually in possession of or consuming alcoholic beverages, will result in disciplinary action.
- Residents holding a gathering in their living unit where an alcohol violation is taking place will be considered the hosts. Hosts can be held respon

Any student, who is found to have violated this policy, may be subject to sanctions for the specific offense violated in accordance with the following schedule of sanctions.

In addition, at the discretion of the Executive Director of Community Standards, students may be referred to the Senior Vice President for Enrollment Management and Student Affairs which may include suspension.

In the Presence

First Offense

- If there are no circumstances to dictate stronger action, an official letter of reprimand with copy to disciplinary file.
- Parental/guardian notification.

Second Offense

- Will be treated in the same manner as a First Offense for Use/Possession (see below).

Third Offense

- Will be treated as the same manner as a Second Offense for Use/Possession (see below).

Use/Possession/Furnishing

First Offense

- $100 fine which will be added to the student's accsFshwh2 (.)]TJ0 Tc 0 Tw 6.304 0 Td1( )TjEMC0.8 (e)4.9 (x2lW 0 Tw 6

Third Offense

- Required attendance at a scheduled Caron Treatment Centers Level II Assessment and Education Program.
- The student is responsible for applicable fees to the Caron Treatment Centers and/or outside agencies,

Therefore, the University encourages all students to carefully consider the potential dangers of illegal drugs and substances. It also reminds students that they are responsible for abiding by all local, state, and federal laws, along with Alvernia University's institutional policies relative to the possession, use, sale, or distribution of illegal drugs/substances.

Education
Alvernia University believes that education is a critical part of its prevention programming. Therefore, the University provides a variety of programs and services to inform students about the negative aspects of illegal drug use and encourages them to make good choices.

Relevant Laws
See Appendix A for the federal and state legal standards with respect to illegal drug and substance use.

Major Illegal Drugs/Substances Policy Statements
For the reasons and rationales stated above, the following policies will guide the University in all situations and cases where illegal drugs/substances are involved:

- The use, sale, possession, and distribution of illegal drugs or substances are serious violations of federal, state, and local laws. Any involvement with illegal drugs or substances (on or off campus) will result in investigations by Alvernia University's Administrators, Public Safety Officers, the local police, and other

educational program, which will not be noted in the student's disciplinary file. Patterns of such incidents, however, particularly if there is evidence that the reporting student is found to have contributed to another student's impaired physical condition (e.g., purchasing or furnishing illegal drugs or substances to that student) or incidents in which federal, state, or local laws require disciplinary action may result in the student being subject to disciplinary action. Students are reminded that, in a community setting, all are expected to take responsibility for the well-being of others.

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POLICY INFORMATION

Campus Policies
A student found responsible for violation of any campus or residence hall policy may be sanctioned appropriately. Please see the Community Standards section for sanctioning guidelines.

Antihazing Policy
Consistent with its Catholic Franciscan mission, it is the express intent of Alvernia University that hazing of any type will not be tolerated. Any student, student group, student organization, team, or other persons associated with a student organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this Policy, whether occurring on or off campus, may face disciplinary action from the University, up to and including expulsion, and may also face criminal charges under state law including, but not limited to, prosecution pursuant to The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq. For more detailed information please refer to the Alvernia University Antihazing Policy.

Breach of Security/Unlawful Entry
Any act that compromises the safety and security of Alvernia University students, staff and faculty is a breach of security. This includes, but is not limited to, tampering with lock mechanisms or door alarms, providing an access key to an unauthorized person, obstructing Public Safety during an investigation, tampering with equipment, and failure to follow visitor procedures.

Communication Policy
A primary mode of communication for the University is the University email system. Students must check their Alvernia email account regularly and are responsible for its content and to comply with any University requests. The University may also communicate with students via phone or US Postal Service. Therefore, students are required to maintain a current mailing address and phone number. Please see the Registrar's Office for information about updating your address. In case of a campus emergency, the University may use the Omnilert service. (See the Omnilert us section under Student Services for more information.)

Computing Resources Acceptable Use Policy
Alvernia University makes available computing and network resources, which may be used by University students, faculty, and staff. These are intended to be used for educational purposes and to carry out the legitimate business of the University. Appropriate use of the resources includes instruction, independent research and study, and the official work of the campus organizations and agencies of the University. Commercial and partisan political use of the University's computing resources are strictly prohibited. Students should not expect that any information they place on the University computing systems to be confidential, nor should students have any expectation of privacy as the University may, in its sole discretion, review this information on an intermittent basis.

The University does not regularly monitor user files, messages or data on its computing systems. However, certain system administrators and other individuals may have access to the full content of user accounts. They may access account contents if a perceived threat to system security or a violation of University policy or local, state, or federal law is discovered or reasonably suspected. Access to the computing resources of Alvernia University is granted subject to University policies, and local, state, and federal laws.

Policy violations that constitute a breach of the Student Code of Citizenship will be referred to the appropriate authorities. In addition, violations of the law will also be referred to the civil authorities. Information Technology Division staff may take immediate action to abate ong(rr)1ledto5 (il auat)-3 ( )thfe2.-3.1 (fe2.-(y)6.4 (6.4 (in)le)-3 (d)2.2n) /P ≠

to ensure system integrity. See Appendix C: Computing Resources Acceptable Use Guidelines for additional information.

Copyright Infringement

- All fires must be completely extinguished with water no later than 12 am.

b. Documentation of two (2) adult doses may be provided if the student was vaccinated between 11-

1) Education

a) Tuberculosis testing prior to the start of the student teaching/observation experience with PPD skin test or blood test (QuantiFERON TB gold or TSpot). Testing must occur no earlier than 3 months prior to matriculation.

2) School of Health Sciences

a) The following vaccines are required. Exemptions may be requested per the policy above (#7 under "Requirements") and may impact the educational experience.

i) COVID-19 vaccine - Primary series (if prior to 4/19/23) and/or Bivalent COVID Vaccine

ii) Influenza - one seasonal influenza vaccine, annually.

b) The following blood tests or forms are required

i) Hepatitis B - Results from a blood test confirming immunity to Hepatitis B (Hep B surface antibody test) OR completed declination form

ii) Varicella – Results from a blood test confirming immunity to Varicella IF 2 Varicella vaccines are not documented

iii) Pneumovax vaccine OR completed declination form

c) Annual physical exam

In order to prevent unauthorized use, it is the individual's responsibility to report a lost ID card to the Public Safety Office immediately by calling 610-796-8350. Alvernia University is not responsible for any loss or expense resulting from the loss, theft, or misuse of this card. Funds deposited on the card should be treated as cash. If lost or stolen, any value on the card cannot be refunded. It is also up to the individual to obtain a replacement card by presenting proper identification and paying the currently approved replacement fee.

All cards remain the property of Alvernia University and are not transferable.

Unauthorized use of ID may result in additional state and/or federal violations. See Appendix A: Section 6310.2 and Section 6310.3 for more information.

Influencing a Person to Commit a Violation
It is unacceptable for a student to pressure, prod, or provoke another student to actions which violate legal or University community standards.

Invasion of Privacy
Knowingly invading or infringing on the privacy of another person.

possible violations, the University will respond to all complaints and reports of alleged misconduct, including those online. Students found responsible for violating the Student Code of Citizenship will be sanctioned as appropriate. This also applies if you have already contributed to or plan to contribute to an official Alvernia University's subsidiary account which includes digital and social presences tied to Alvernia, please follow these policies and best practices.

No Expectation of Privacy

If you participate in social media using university owned resources, remember that all of the content of Alvernia's IT resources and communications systems are the property of the University. Therefore, registered clubs and organizations should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, social media post, conversation, or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on electronic information and communications systems.

i. For guidance, collaborate with the Office of Student Activities to consult the guidelines for Copyright and Fair Use Policy on the Library's web site. Questions regarding this policy or what options may be available for resolving issues arising under it may be referred to

5. Users may not produce, publish, transmit or distribute materials using the Alvernia network that are contrary to the mission and identity of the University.

6. Alvernia administrators have authorized certain individuals to send electronic mail to large groups such as faculty, all staff, all undergraduates, specific classes or groups, alumni, etc., or to the entire Alvernia community. These lists are not open to posts from the community at large. When using these lists, it is the sender's obligation to understand the service and to protect the recipients from intentional or unintentional disclosure of private information.

7. Any content posted to a service that is inconsistent with these rules, as well as unsolicited mail from outside of Alvernia (e.g., SPAM) may be subject to automated interception, quarantine and disposal. Furthermore, violation of the policies and procedures set forth in the Social Media Policy will result in disciplinary action up to and including dismissal.

Reporting Violations
Alvernia requests and strongly urges students to report any violations or possible or perceived violations to the Assistant Executive Director of Residence Life and Community Standards or the Senior Vice President of Enrollment Management and Student Affairs

Parking and Vehicular Safety Policy
All motor vehicles parked on campus or at a designated remote parking area must display a current Alvernia University parking permit. A valid state vehicle registration card and academic schedule must be presented at Public Safety in order to obtain a parking permit. Parking permits are issued at the Public Safety Office, located in the Library.

Location of Parking Permit
The color-coded parking permit must be affixed to the front windshield on the inside lower right passenger side. The windshield must be clean, dry, and relatively warm (above 50º) for the sticker to firmly attach.

Temporary Parking Permits
A temporary parking permit is required for unregistered vehicles being parked on campus. Temporary parking permits can be obtained in the Public Safety Office.

Designated Student Parking
- A color-coded map, with parking lot designations, is available from the Office of Public Safety.
- Students must park at their assigned parking lot and within lined designated parking spaces.
- Students parking at areas, including public streets/roadways, rather than their assigned parking lot will be subject to ticketing for: "Violation of Parking and Vehicular Safety Policy". Commuter students unable to locate space in their designated parking lots will be exempt from this violation.

is prohibited and will result in ticketing. At no time is a student permitted to park in a designated faculty/staff parking lot.

- Students may, for the purpose of loading and unloading items from their vehicle, temporarily park in a lot not designated as their assigned lot. This time period shall be brief and not exceed 15 minutes. If a student finds this temporary parking necessary, th(.)1 (rA -p27 (m)4.6 ((.e (r0.348 -0.001 Tc -0k)-5.Tc 6 (ad)2.3 -1 ( )-12
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5. Chalking must be done at least 20 feet from building entrances and in open areas that can be directly washed by rain.
6. Only water-soluble chalk may be used for sidewalk chalking. The use of markers, paints, oil-based products, or spray chalk is prohibited.
7. All other posting regulations must be followed.

Additional Recommendations

1. Bring original flyer to be approved and stamped if flyer is being duplicated.
2. Do not post flyers/posters more than two weeks prior to the event.
3. Wait until the venue for the event is confirmed before posting any advertisements.
4. If taping a flyer/poster on an approved surface, it is recommended that flyers/posters be hung us(1 (b)5.3 (3 (o)1

- Any solicitation undertaken by student(s) must be approved by theExecutive Director of Student Activities, conducted in compliance with the Student Handbook and procedures established by the Office of Student Activities.
- Before granting approval, the Office of Student Activities may require a review of any contract existing between the student(s) and any fundraising partners, or charitable organization.
- Each approved solicitor must carry an approval form issued for the activity.
- Any solicitation undertaken by student(s) at a University athletic event either on or off University property;)

- Non-employees or non-students who have not been authorized to enter University property shall be considered trespassers. Trespassers violating this policy who have no affiliation with the University will be removed from University property, given trespass warnings not to return, and may be subject to arrest and prosecution.

Theft, Attempted Theft, and Vandalism Policy

Because the taking or destruction of the property of another is contrary to the values espoused by the University community, neither is tolerated. Anyone found to be in violation of this policy will minimally be required to make restitution up to the full

RESIDENCE HALL POLICY INFORMATION

Introduction

In addition to the policies outlined in Campus Policies, students who reside in Residence Halls are responsible for the following:

Comfort/Service Animal Requests

Requests for comfort/service animals are reviewed and granted pending availability of appropriate spaces. Requests must be in writing to the Disability Services Office and will be reviewed with the Executive Director of Residence Life and others, as need be. Requests must include the most recent written documentation from a relevantly licensed professional who is not related to the student that includes a clear diagnosis, using DSM V criteria; descriptions of the nature of the disability and how it limits major life functions long-term or

“courtesy hours” are considered in effect at all times. noise should always be kept at a considerate level. In all cases, students are expected to respond cooperatively to staff and other students who make a request for quiet. Any electronic or other equipment that may be causing the noise disturbance may be confiscated.
Quiet hours, established for all residents to assure an atmosphere conducive to study, are enforced inside and outside of residences. These are:

Sunday through Thursday: 10:00 p.m. to 9:00 a.m.
Friday & Saturday: 1:00 a.m. to 9:00 a.m.

residence halls and townhouses are considered “public access”; therefore, limitations may be imposed if

- Unregistered or unauthorized individuals found to be living in University residences will be issued a notice of trespass and required to leave campus immediately. The host may be subject to disciplinary action.
- Residents must escort their guests when in the residence hall at all times. An unescorted guest will be asked to leave the hall at once.
- Guests may enter residences only during visitation hours and at the expressed invitation of an occupant of the residence entered. All others will be treated as trespassers.
- Guests are expected to abide by all University regulations while visiting the campus. Guests who are Alvernia students may be held responsible for violations of the University policies. Hosts of non-Alvernia student guests will be held responsible for their guests' policy violations or property damage.
- The resident host is responsible for ensuring that his/her guests are familiar with and comply with all University policies and procedures. The resident host will be held responsible for any policy violations, damage, etc., attributable to their guest's actions.
- Guests not adhering to University policies may be asked to vacate the campus immediately.
- Residents and their guests are expected to be aware of the rights of other members of the residential community.

Visitation Policies-Overnight Guests

Resident students are permitted to have overnight guests within these guidelines:

- Guests must be of same gender as the host, with the exception of younger siblings under the age of 13.
- A student's right to have an overnight guest is, in all cases, superseded by the roommates' and/or suitemates' right to the uninterrupted use of the room/suite. The privacu3rTw 1.6 u (i)13.(a)13.6 th(u)5.3 (s)1.75 (m

STUDENT LIFE

Activities Calendar
Activities and events are posted on the online calendar and can be accessed by clicking the calendar icon on the University front page. Also, a list of student activities for the month is posted on the Student Activities webpage at www.alvernia.edu/studentactivities/

Campus Ministry (610-796-8211)
The Campus Ministry suite is located in the Campus Commons. As a Catholic, Franciscan University, Alvernia seeks to maintain the Catholic character and purpose of the institution envisioned by the founding congregation, the Bernardine Franciscan Sisters. The University welcomes people of all faith traditions and invites all to participate in the spiritual, community service, and social justice programs that highlight our mission.

Campus Ministry seeks to stimulate growth in faith, formation of Christian conscience, leadership and personal development, formation of human community, and an understanding of issues of peace and justice. Activities include opportunities for prayer and worship through Sunday and weekday liturgies, opportunities for reflection and discussion through retreats and other programs, and a variety of community service opportunities. Opportunities for ecumenical prayer and faith sharing are offered on campus to meet the needs of all students.

Community Standards (Judicial Affairs) (610-796-5508)
Please see the Student Code of Citizenship chapter in this Handbook.

Counseling Center (610-568-1467)
The Counseling Office is located in the Health and Wellness Center. The Counseling Office offers free short-term personal and psychological counseling services for individuals and groups. Referrals are also made through this office. In addition, the Counseling Office takes an active role in developing and providing educational programming opportunities for the University community, designed to meet the needs of the community in the areas of personal and psychological development and substance abuse issues. Students are encouraged to take advantage of these services by contacting the office in person or by phone. The Counseling Office maintains strict confidentiality.

Health Services (610-568-1467)
The Alvernia University Health and Wellness Center promotes and maintains those conditions that encourage

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Student Treatment Records and Counseling records are destroyed seven years from the date of graduation or withdrawal from the University.

All full-time students are required to complete a Medical History form which includes immunizations verified by the primary care provider and a TB screening form and risk assessment. Students enrolled in certain professional majors are also required to have a physical exam. Pennsylvania State law requires all residential students to have the Meningitis vaccine or sign a waiver after reading the CDC Meningitis information sheet. Forms can be downloaded from the Health and Wellness website.

The Health and Wellness Center is open during the fall and spring academic semesters. Services include evaluation and treatment of minor illness or injury, wellness screenings, health education, and counseling services. Seasonal flu shots are offered each fall for a nominal fee and allergy shots can be administered with written instructions from the allergist; students must supply their own syringes. Health center visits on campus are free of charge. The Health and Wellness Center stocks a small supply of over the counter and prescription medications that can be purchased for a small fee if prescribed by the physician. The student is responsible for contacting professors and informing them of any illness. The Health and Wellness Center does not provide excus

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The University also provides educational programs designed to prevent sexual violence. The purpose of these programs is to promote an awareness of what the law is, what to do if victimized by sexual violence, and how not to become a victim or a perpetrator of sexual violence.

Student Activities, Student Clubs and Organizations (610-796-8408)
The Student Activities Office, located in Campus Commons, works closely with individual students, student government and oth,7o06 (f)2.7 (,)6.9 (s)-4.3 ((f)1.9 (u)-0.8 (d)-0.7 (e89 (s)-4.3 .2 (87 (r)-2.(s)-4.2-a49 (s)-4. 23.304 0 Td(8 (c)1

housing deposit in the MyAlvernia portal in order to complete a housing application in the Alvernia RÔsa è IŮ

- Current commuter students are housed after the returning student lottery process and before the incoming new student process. Details can be found on the AU Logins page in mid-March.
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- Alvernia University assigns rooms without regard to race, color, religion, or national origin.

Medical Single Room Requests

Requests for singles due to medical or physical disability needs are considered and approved through Accessibility Services. Approved spaces are provided pending space availability. Requests for medical singles must be accompanied by a written letter from the physician clearly stating the diagnosis and barriers to access. The student should complete the application for accommodations and attach the medical documentation of disability to it. All related paperwork must be submitted to Accessibility Services through the portal. Students do not pay single room charges if they are granted a single room for medical reasons.

Room Check-In Procedure

When students take occupancy of a room, they must complete a room condition report (RCR) obtained from their Resident Assistant (RA) at the time of check-in. The RCR is kept on file in the Office of Residence Life (this process is under improvement during the summer of 2024 and will be communicated to all resident students when it has been finalized). The student, and his/her roommate, is expected to maintain the room (s)-4.3 ( )10.6 (e)-6 (x).8 (e)

ACADEMIC SERVICES

Americans with Disabilities Act (ADA) (Please see ADA under University Procedures.)

Academic Success Center
The Academic Success Center (ASC) is the hub for student advising and support services. Located on the first floor of Bernardine Hall, its team includes professional, administrative, and student staff with responsibilities for:

- advising
- academic support services
- experiential learning
- career exploration and preparation

The team can help you with such needs as changing your major, learning about international education, the Washington Center, or an internship; or just finding the best way to connect with a faculty member. All faculty members with responsibilities for our First Year Seminar (FYS) and other related services and programs are associated with the EPC.

The Director of the Academic Success Center oversees all operations of the center and manages its relationships with many other faculty and staff members whose work is related to the ASC. If you need help, have a question, or just need to connect with someone, stop into the office. A member of the team will help you.

The Academic Success Center also includes Accessibility Services. Accessibility Services is responsible for reviewing documentation and making recommendations for accommodations for students who have special needs, such as a learning disability or a physical disability, which may challenge academic success. Please see ADA, under University Procedures, for more information.

Career Development (610-796-8225)
Located in Bernardine Hall, the Career Development Office is designed to assist students in all phases of career decision-making and occupational planning. Resources and staff are available to aid in self-

ACADEMIC POLICIES AND PROCEDURES

For additional academic policy information, please consult the University Course Catalog.

Academic Calendar
The University's Academic Calendar may be found in the Alvernia University Student Catalog and on the University's website at www.alvernia.edu.

Academic Grievance Procedures

Traditional Undergraduate
The Student Grievance Committee attends to grievances of an academic nature. The Committee is composed of faculty members and two students. The Student Government Association selects the students. The Committee members elect the chair. The Committee is inv

6. Altering an answer sheet and reporting to the instructor that a computer error had been made.

Fabrication: Submitting or falsifying information or data on any academic assignment. Includes but is not limited to changing the title paper by altering either the student's name or title of the paper.

Multiple Submissions: Handing in the same assignment to fulfill an academic requirement for more than one course without the prior permission of the instructors.

Misrepresentation of Academic Records: Tampering with information on records such as transcripts or other academic forms (add/drop, registration) or forging a faculty or staff member's signature.

The primary responsibility for dealing with alleged infractions of academic honesty lies with the instructor involved. However, if accord cannot be reached between the student and the faculty member, the steps listed below will be initiated as necessary. R

Add/Drop Period (Please consult the Undergraduate or Graduate Catalogs)

Attendance

Attendance at and participation in class are integral parts of the educational process and are significant factors in academic achievement. Students are expected to attend all classes, take exams during scheduled times, and are responsible for all material covered in class. Instructors are expected to report students whose absences are excessive. At the discretion of the instructor, excessive absences or tardiness may result in a lowered grade or failure for the course. Individual instructors may identify more specific attendance requirements, which will be clearly stated in the course syllabus. Attendance guidelines are as follows:

1. The course syllabus should clearly state the instructor's policies on attendance, tardiness, class participation, make-up tests, etc. The syllabus should be distributed at the first class meeting.
2. Instructors have the right to include class attendance and participation as part of the final grade.
3. A student who has been absent or foresees the need to be absent has an obligation to consult with the instructor to make arrangements regarding missed work.
4. A student who stops attending class without completing a withdrawal form is given a failing grade after the official date of withdrawal each semester.
5.

PURPOSE

Chemical impairment compromises both the educational process and patient safety. The clinical

Financial Aid Standards of Satisfactory Academic Progress

Basic Requirement

Financial Aid Suspension: If, after being placed on financial aid warning status, the student fails to maintain the standards of SAP as defined above, the student will be placed in a suspension status and will immediately lose financial aid eligibility for the subsequent academic term.

Maximum Timeframe Suspension: If the student fails to meet the maximum time frame standards as defined above, the student will be placed in a suspension status and will immediately lose financial aid eligibility.

Students who have their financial aid cancelled due to a failure to maintain SAP standards will remain ineligible until such time as they are able to meet the quantitative and/or qualitative standards as defined above. Students ineligible for financial aid will be responsible for payment on their own of all tuition, room, board and fees and charges assessed by Alvernia.

Appeal Process: A student may appeal his/her failure to maintain SAP standards for financial aid if extenuating or mitigating circumstances exist. Appeals will be considered for circumstances that include but are not limited to death or illness of immediate family member, medical condition, hospitalization,

be in written format and include the following information:

Name, student ID and program of study.
Details of the situation resulting in the financial aid suspension
Documentation supporting the details of the letter (e.g., hospital bill, police report, letter from academic advisor or third party)
Plans for next term of enrollment (e.g., number or credits, change of major, academic improvement plan details, etc.)

As part of the appeal process, the student must provide information about why they failed to demonstrate satisfactory academic progress at the next evaluation.

Grades and their effects on SAP Standards:

Letter Grade	Letter Description	Attempted Credits	Earned Credits	Grade Point Average	Maximum Time F0.005 62(

STUDENT SERVICES

Athletics and Recreation (610-796-8276)
Alvernia University is a member of the Middle Atlantic Conferences (MAC), the Eastern Collegiate Athletic Conference (ECAC), and the National Collegiate Athletic Conference (NCAA), Division III. The University has adopted the Division III philosophy statement as its own and follows the guidelines of Division III. The Alvernia University Department of Athletics and Recreation is part of the NCAA CHAMPS/Life Skills Program which focuses on five key areas: Academics, Athletics, Community Service, Career Development, and Personal Development.

The Department of Athletics and Recreation Student Athlete Handbook outlines the philosophy of athletics at Alvernia and the responsibilities of the athletic director, coaches, staff, and student-athletes. Information in the handbook includes, but is not limited to the following: academic eligibility and responsibilities, social responsibilities, community service, class absence, insurance, varsity status, awards, role of athletics in the total University mission, student-athlete advisory committee, and NCAA summary regulations and certification information.

Of vital importance to the student athlete is the University's policy concerning Class Absence for Athletic Competition

Safety and Security

Office of Public Safety (610-796-8350)

Alvernia strives to maintain a clean, safe, healthy environment for its students, faculty, and staff to enjoy. While no institution can guarantee the safety of all members, Alvernia has taken steps to promote a safe environment conducive to the campus community's successful academic and co-curricular pursuits. The Public Safety Office is located in the Library and is staffed 24 hours a day each day of the year and conducts both vehicular and foot patrols. All officers carry cell phones and two-way radios while on patrol and are CPR AED and first aid trained.

The Office of Public Safety is a clearinghouse for lost and found items and reported activities and emergencies occurring on campus. All reported incidents are thoroughly investigated, including those related to alcohol and other drugs. The Alvernia community is alerted to safety concerns through written and verbal communications including bulletin boards, flyers, meetings, the Alvernia newspaper and an electronic alert system. If a murder, forcible rape, or other serious crime is alleged to have occurred on the campus, the President or his designee shall notify the campus community in a manner that protects the alleged victim's right to privacy but alerts the community to potential danger. Members of the Alvernia community who witness or may be victimized by a criminal offense should contact the Public Safety Office at once.

Alvernia, in being true to its mission and its responsibility to its students and employees, is dedicated to doing

Office of Residence Life: 610-796-8320

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INVOLVEMENT OPPORTUNITIES

Registered Student Organizations (RSOs)
Campus organizations offer opportunities to pursue the interests of all students, to meet new people, learn various skills, and develop leadership abilities. A list of registered student organizations is available on the Promoting Alvernia Experiences (PAX) platform, accessible through Logins on the university web site.

Student Government Association (610-796-8341)
The Student Government Association (SGA), located in the Campus Commons, provides an opportunity for individual leadership and development through the exercise of personal and group responsibility. In cooperation with the administration and faculty, SGA also determines suitable standards for University and community life. The officers are elected annually by the student body and are responsible for collaborating with the Office of Student Activities in developing, funding, and overseeing student programming and initiatives. The Student Government Association also acts as an intermediary between the administration, faculty and staff, and the student body and maintains order on campus by recommending and proposing rules and regulations for the welfare of the University community. The SGA Constitution and By-Laws are located in the SGA office, the Office of Student Activities, and on Alvernia University's Promoting Alvernia Experiences (PAX) platform.

Development and Registration of Clubs and Organizations
Student organizations may function officially on campus only after their constitution and all required paperwork have been approved by the officers of the University and SGA and is on file with the Office of Student Activities. Procedures for registration of student organizations are available below.

The development and registration of new student organizations may involve a commitment of University funds and possible exposure to liability. The purpose of the policies and procedures, outlined below, is to ensure that a senior administrative officer of

Membership Types:

- Undergraduate Registered Student Organizations
  - Members of undergraduate RSOs are full or part-

registration materials should be signed, where appropriate, by the club representative and advisor. **It is the responsibility of the student organization representative to secure all required signatures.**

2. **(Co-Curricular Organizations Only) The** petitioning student organization will then submit a copy of all registration materials to the appropriate academic department chair. The academic department chair will review the material and indicate endorsement or reply to the petitioning student organization with any concerns or issues. Adjustments will be made by club representatives as necessary or needed.
3. **(Co-Institutional Organizations Only) The** petitioning student organization will then submit a copy of all registration materials to the appropriate department or division chair. The department or division chair will review the material and indicate endorsement or reply to the petitioning student

Social Media – A Primer

No Expectation of Privacy
If you do participate in social media using university owned resources, remember that all of the content of Alvernia's IT resources and communications systems are the property of the University. Therefore, registered clubs and organizations should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, social media post, conversation, or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on electronic information and communications systems.

University Monitoring
In order to prevent misuse, the University reserves the right to monitor, intercept, and review, without further notice, every registered club's and organization's activities using IT resources and communications systems, including but not limited to social media postings and activities. Your consent to such monitoring is validated by your acknowledgment of these policy standards and your use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies. The University also may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

Confidential information
Do not use the University's IT resources and communications systems for any matter that you desire to be kept private or confidential from the institution.

Liability
Remember that you are responsible for what you post on your own site and on the sites of others. Individuals can been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, or obscene. You are also reminded to obey the Terms of Service of any social media platform you use.

Policies for Posting on Behalf of the University
If you post content on a social media site on behalf of the university or a university department or area of the university you must adhere to the following policies:

- **Notify the university:** A registered club or organization that would like to initiate a presence on a social media outlet should obtain the approval of its Advisor, the Executive Director of Student Activities, and the Vice President for Enrollment Management and Student Affairs and then coordinate their plans with Alvernia's Marketing and Communications Department to ensure the institutional social media presence is coordinated and managed. The Office of Student Activities is responsible for ownership of the content posted. Alvernia's Marketing and Communications Department reserves the right to delete pages that aren't approved.

- **Have a plan:** Registered clubs and organizations should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date. The Office of Student Activities and the Marketing and Communications Department can assist and advise you with your social media planning.

- **Link back to the university:** Whenever possible, link back to the Alvernia University Web site. Ideally,

posts should be very brief, redirecting a visitor to content that resides within the Alvernia University Web environment. When linking to a news article about Alvernia University, check first to see whether you can link to a story on the Alvernia University News Center (www.alvernia.edu/news/) instead of to a publication or other media outlet.

- **Protect the institutional voice:**
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Policies for all Social Media Sites

APPENDICES

Appendix A: Legal Standards

1. **Drugs: State Penalties**
    a. **The Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. § 780-101 et seq.** Prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for firsatanceces.5 (w)1afula3.993 (.)0.9ua5,99a-3 (io)(an)2.2 ()7f c

f. **Section 6310.2 Manufacture or sale of false identification card**
A person commits a misdemeanor of the second degree if he intentionally, knowingly or recklessly manufactures, makes, alters, sells or attempts to sell an identification card falsely representing the identity, birth date or age of another.

Penalty	1st Offense	2nd and Subsequent Offenses
Fine	$1000 - $5000	$2500 - $5000
Jail	0 – 2 years	0 – 2 years

g. **Section 6310.3 Carrying a false ID**
A person commits a summary offense for a first violation and a misdemeanor of the third degree for subsequent violations if they, being under 21, possesses an identification card falsely identifying that person by name, age, date of birth or photograph as being 21 years of age or older, or obtains or attempts to obtain liquor or malt or brewed beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card.

Penalty	1st Offense	2nd Offense	Subsequent Offense
Fine	0 - $300	0 - $500	0 –

4. The Vice President for Enrollment Management and Student Affairs is responsible for supervising the Public Safety Office.
5. Officers from Security Guards, Inc. (SGI) staff Alvernia's Public Safety Office. Security is provided twenty-four hours per day. A full-time director is assigned to Alvernia by SGI. During the academic year and upon request at other times, SGI provides three full-time officers for each shift. In the summer and when classes are not in session two full-time officers per shift are provided. SGI is responsible for the training of security personnel. Standard guard training is provided along with additional on-site training prior to assignment to Alvernia University including first aid and CPR certification. In-service training is provided by SGI throughout the year.
6. Alvernia's public safety officers do not have police powers and do not carry weapons. They work in
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23. Policies on the housing of guests and others not assigned to the student housing or not regularly associated

Respect the Intellectual Property of Others
Alvernia University faculty, students, and staff produce and consume a vast amount of intellectual property, much of it in digital form, as part of our education and research missions. This includes materials covered by the patent, copyright, and trademark laws, as well as license or other contractual terms.

Members of the Alvernia University community also avail themselves of a wide variety of entertainment content that is available on the Internet, most of which is protected by copyright or subject to other legal restrictions on use.

All users need to ensure that their use of all these protected digital materials respects the rights of the owners.

Digital materials that may be covered by this rule, without limitation, include: data/databases, e-books, games, journals and periodicals, logos, movies, music, photographs and other graphics, software, textbooks, television programs, and videos.

You should assume that all materials are subject to these legal protections, and may have some restrictions on use. Ease of access, downloading, sharing, etc. should not be interpreted as a license for use and re-distribution. In particular, peer-to-peer file sharing does not grant license for the unauthorized exchange of copyrighted materials, including movies, music, games, and software programs.

Don't use the Alvernia University Campus Network to harass anyone in any way.
Users are not permitted to use Alvernia University computing resources to create, transmit, or store threatening or harassing materials. Do not produce or transmit any work which has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at Alvernia University or elsewhere, or that creates an intimidating, hostile or offensive educational, work or living environment. This includes viewing, sending, or making available offensive materials, unless such activity is appropriate for academic or work purposes.

For example, sending email, text or other electronic messages, creating electronic materials, or publishing information or graphics to the web which unreasonably interfere with anyone's education or work at Alvernia University may constitute harassment and is in 72.3 (l)10.6 (e)-3 (1.3 (e)-3 (n)( )10.2 (i)10.10.6 (m)-6.4T6.7 (r)10.6 (o)-69-6.6
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