

Carlow University Student Handbook 2020-2021



The Carlow University Student Handbook is updated annually. The University reserves the right to update policies during the academic year. All students will receive notice via email of substantive updates prior to changes becoming effective. All changes made within the academic year will be highlighted.

NOTE: See COVID-19 Pandemic Policy on Page 10-12

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Chapter 1: Carlow University Guiding Principles and Heritage

Carlow University Heritage

You have come to an institution with a bold vision and a brave legacy! Carlow University, founded by the Sisters of Mercy, has been meeting the “next great educational need” in the Pittsburgh area for more than 90 years. The Mercy Heritage Office (Located in University Commons, 2nd floor) is instrumental in assuring that students have a full understanding of the vision of the founding of Carlow and can see themselves as partners in furthering that legacy.

Carlow University Vision

Carlow University will be a preeminent, innovative, Catholic university, renowned for providing transformational learning experiences in which students realize their full potential and become career-ready ethical leaders committed to a just and merciful world.

Carlow University Mission

Carlow University, rooted in its Catholic identity and embodying the heritage and values of the Sisters of Mercy, offers transformational educational opportunities for a diverse community of learners and empowers them to excel in their chosen work as compassionate, responsible leaders in the creation of a just and merciful world.

Carlow University Core Values

MERCY

The identifying value of Carlow University is Mercy, encompassing all that we are and do as a University. Inspired by our God of Mercy, this value urges us to open our hearts to our students, our colleagues, and our world. In the tradition of action and contemplation, we seek practical ways of addressing need and we engage in reflection in order to understand and integrate our experiences.

Education offers us the tools to address unjust structures and dehumanizing situations. Each discipline provides a lens through which we can envision our place in our own personal transformation and that of the global community. The values of Service, Discovery, Hospitality, and the Sacredness of Creation further expand our understanding of the power of Mercy to change our world.

HOSPITALITY

In Hospitality, we welcome the wholeness of each person, creating a space in our campus community for all individuals with their varied beliefs, cultures, orientations, and abilities. Openness to the gifts and perspectives of all creates a community rich in diversity and committed to inclusion.

SERVICE

The value of Service calls us beyond ourselves to prioritize the needs of others over our own self-interest. Our efforts to identify and respond to the needs we see around us lead us to interact with persons and institutions in ways which are transformational. Our spirit of compassion leads us to practical action on behalf of those in need.

DISCOVERY

Through Discovery, we open ourselves to the totality of our human experience, to the educational enterprise, to our relationship with the Divine, and to the wonders of the world in which we find ourselves. Discovery energizes our intellectual curiosity and desire for learning. It leads us ever deeper in the engagement with our chosen discipline and engenders a spirit of awe at the complexity and variety of creation.

SACREDNESS OF CREATION

This value leads us to a respect for each person and for all of creation. In gratitude for the beauty and variety of our world and its inhabitants, we commit to a culture of sustainability and to the preservation of a world where all are revered, and all may thrive.

Diversity Statement

Carlow University embraces new students into a diverse campus community where differences are to be respected and celebrated. The Catholic liberal arts education calls each of us to share and learn from our respective culture, religion, race, language, nationality, dialect, sexual orientation, learning challenge, physical challenge, socioeconomic condition, class, ethnicity, physical appearance, educational level, and family structure. When we embrace each member of our community, we enhance our potential to discover all that we can, and we create for ourselves a wonderful foundation for life-long learning.

Carlow University History

*No work of charity can be more productive of good to society
or more conducive to the happiness of the poor than the careful instruction of women.*
—Catherine McAuley, 1778-1841

In 1843, seven young and generous Sisters of Mercy left the town of Carlow, Ireland, and travelled to Pittsburgh to establish the first community of Mercy in the United States. They settled in the center of the city and began at once to serve the needs of the people, creating schools, an orphanage and Mercy Hospital.

In 1884, a thirteen-acre property in the Oakland area became available and the sisters, along with Saint Mary's Academy, moved into the elegant French chateau which crowned the property. The school was now known as Our Lady of Mercy Academy. They built a new

convent adjacent to the chateau and a building to house the Academy. In 1929, conscious of the need for opportunities for higher education for the Catholic young women of the city, the Sisters founded Mount Mercy College. It was an act of faith and courage as the country was facing an economic crisis and there were no buildings or resources to support this endeavor. The college opened on September 24th with 25 students and five sisters who served as faculty, staff, and administration. All classes were held in the convent until the new Aquinas Hall was opened in 1936. Mother Iranaeus Dougherty and Sister Regis Grace were the co-founders of Mount Mercy College are honored as the co-founders of the college.

In 1969, to distinguish the college from several other “Mount Mercy’s” around the country, the Board of Trustees considered a name change. Sister Kathleen Healy, head of the English Department, proposed Carlow College in reference to the town from which the sisters came. On April 17, 1969, the Board of Trustees and the Pennsylvania Department of Education approved the change. In 2004, in its 75th anniversary year, Carlow College officially received University recognition, and is now known as Carlow University.

The present Motherhouse for the Sisters of Mercy, designed by well-known local architect Edward Stotz, opened in 1909. In the early 1970s it was declared a national historic landmark. In 1998, the Sisters dedicated the Mother of Mercy Chapel, a place where the Sisters and their guests can pray and worship. The chapel’s remarkable stained-glass windows depict the ordinary gestures of faith, as embodied in the Works of Mercy. Students are welcome anytime, of course, but especially at the regularly scheduled masses and those held in observance of the holy days of obligation. Students may also visit the Heritage Galleries, located off the foyer of the convent entrance. The Galleries offer a visual and narrative chronicle of the daring, courageous women who shaped countless lives and had an impact on the foundations of our society in this region and throughout the United States.

Carlow University Alma Mater

Blessings on you, Carlow University, Younger days remembering.
Searching always for self-knowledge, truth and all its wondering.
We thank you for walking with us when our steps were not so sure;
Praise and love you for your trusting in days when we were less secure.
Your community of learning taught us truth’s a mystery. So we are forever yearning, searching always faithfully.
As we journey roads unknown we’re strengthened by your legacy.
Having been our kindly home – Bless you, Carlow University.

The History of the University Written in Its Name and the Names of Its Buildings

McAuley Hall (1927)

This hall was built as a residence hall for the boarders at Our Lady of Mercy Academy and was named for Catherine McAuley, the founder of the Sisters of Mercy in Dublin (1831). At

the age of fifty, Catherine inherited a significant fortune, allowing her to begin a ministry of service the poor, especially women and children. Other women joined her in this venture and eventually became the first members of the Sisters of Mercy.

Tiernan Hall (1927)

This hall was originally called Our Lady of Mercy Academy, and it was built to house the elementary and secondary school for girls. Tiernan Hall was named for Eliza (Sister Xavier) Tiernan, the beautiful and refined daughter of a wealthy merchant, who, in 1843, became the first American and Pittsburgher to become a Sister of Mercy. Five years later, at the age of 23, Sister Xavier Tiernan died ministering to typhoid patients in the new founded Mercy Hospital (1847).

St. Joseph Hall (1932)

This hall was an Academy and Mount Mercy College venture to house an indoor swimming pool, a gymnasium, and gracious reception rooms, now being used for the Wellness Center and weight rooms. In 1985 the gym was named for Kathleen McNulty Rooney, daughter of Art Rooney, the owner of the Pittsburgh Steelers.

Aquinas Hall (1936)

This hall became the first formal building “to be used for lectures and recitations in Liberal Arts” and included the library and administrative and registrar’s offices. The hall is named for Sister Aquinas Regan who, as Mother Superior of the Sisters of Mercy, first proposed the idea of founding a college.

Trinity Hall (1941)

This hall was the first science building and originally housed the chemistry and biology labs and classrooms. The “trinity” is a core mystery of the Church, which teaches the unity of God in a communion of three persons, Father, Son, and Spirit.

Antonian Hall (1948)

This hall was built on solid rock, which had previously grounded a lovely grassy area, St. Anthony’s Park. The theater in Antonian Hall was named in 1994 for Sister Rosemary Heyl, composer, faculty, and chairwoman of the music department (1929-1985).

Frances Warde Hall (1961)

This hall was Carlow’s first “dorm,” which replaced five large old houses used previously as residences for boarders, each with two live-in sister moderators. Frances Warde (1810-1884) was one of the original Sisters of Mercy. In 1837 she founded the convent and school in Carlow, Ireland; in 1843 she led a band of six sisters (ages 21 to 28) to America, destined for the new Diocese of Pittsburgh that was headed by Bishop Michael O’Connor. In Pittsburgh and Latrobe, she opened schools, an orphanage, two academies and Mercy Hospital. After leaving Pittsburgh, she founded over 100 schools, hospitals, and social service agencies from Maine to California.

Dougherty Hall (1966)

An addition to Frances Warde Hall was named for Mother Ireneaus Dougherty, co-founder and titular president of Mount Mercy College. Through her labors, Mount Mercy College was chartered by the Commonwealth of Pennsylvania in 1933.

Curran Hall (1970)

A business office renovated to house the nursing department, this building recalls the memory of Mother Rose Curran, nurse and innovative superintendent of Mercy Hospital (1923-1934), as well as Mother General (1935-1940), who introduced the cooperative degree program between Mercy Hospital and Carlow University.

Grace Library (1970) (now University Commons)

The university library housed in the Commons is named for Sister Regis Grace, co-founder and first dean of Mount Mercy College. She received her PhD in philosophy from Notre Dame University via St. Vincent's Seminary, Latrobe. To her philosophy and Latin- Greek students she would say, "Live life to the hilt, and love it."

A.J. Palumbo Hall of Science and Technology (1999)

The A.J. Palumbo Hall of Science and Technology is a 95,000 sq. ft. modern science center that has been called "the gateway to Oakland" by the Mayor of Pittsburgh. The building is named for the late A.J. Palumbo, a former trustee and benefactor of the University.

Center for Leadership and Management (2002)

The Center for Leadership and Management is the home of the School of Management. It was built as the rectory for the former Saint Agnes Parish.

St. Agnes Center of Carlow University (2003)

The former St. Agnes Church has been restored to its original grandeur and splendor with respect to its spiritual, artistic, and cultural heritage. Dedicated in 1917, this cathedral-style facility was the work of noted architect John T. Comes. The façade of the building features an enormous, recessed Rose window. Inside, a 185-foot center aisle leads to an altar made from Boticino, Italian, and other imported marbles. The vaulted ceilings are decorated with a series of intricately hand-painted designs, including a majestic mural over the altar. Today, the church houses the St. Agnes Center of Carlow University.

Chapter 2: COVID-19 Pandemic Policy

The COVID-19 pandemic as a public health matter continues to be an evolving situation which impacts the way of life for all institutions of higher learning. To help mitigate the spread of the virus and encourage the safety of the campus community, Carlow University has established policies, set forth below, which will alter and when conflicting, supersede all policies in this Handbook. Students will be expected to abide by the following policies and expectations while on campus, and off campus, during the 2020-2021 academic year.

Any student entering campus property and buildings is asked to acknowledge the contagious nature of COVID-19 and accepts responsibility for the risk of possible exposure by being on campus. Each student is also asked to acknowledge that the risk of becoming exposed to or infected by COVID-19 on campus may result from the actions, omissions, or negligence of themselves or others.

Conduct Review

Given the extreme threat to health and safety presented by the COVID-19 virus, the University reserves the right to use of interim residence hall and campus removal measures immediately while alleged violations are investigated. Students choosing not to follow these policy guidelines below can expect to be directed to vacate campus for quarantine or isolation, shift to digital-only class attendance, and cease internship or practical training attendance while the matter is being reviewed. Those found in violation of the policy may have their housing contracts revoked, including on a first offense, be directed to digital class attendance only, or face suspension from the University.

Daily Screenings

Students are expected to screen themselves daily prior to coming to campus or leaving their residence hall room. Effective November 25, the University transitioned to a self-screening model. Self-screening is one of our strongest defenses against COVID-19 contraction and spread. All students are asked to create an account and complete Checkpoint for COVID-19 daily, a self-screen web-based application. Checkpoint COVID-19 is also mobile responsive. Individuals who are physically on campus or coming to campus are required to complete the self-screen daily and will be asked to show a Green: Low Risk "cleared for School" screenshot. A student receiving any other screen indication is expected to quarantine or isolate per University and CDC guidelines.

Testing

Based on surging COVID-19 confirmed cases and subsequent recommendations from the CDC, State of Pennsylvania, and Allegheny County Health Department, the University is amending our monitoring, screening, and testing strategy. All students returning to on-campus living and athletic competition will be tested following any University holiday break or extended break period in which travel has been likely. Regular and random surveillance testing will also be implemented following good practice guidelines. If selected to test, students must comply with

testing requirements as communicated to them. Any mandatory tests of an entire student group (i.e. residential students) or surveillance/sample testing will be offered for free to students, and parameters for receiving a test or providing evidence of a test taken elsewhere will be clearly communicated. A student testing positive is expected to quarantine or isolate per University and CDC guidelines.

Face Masks Required

Students are required to wear a mask while on campus, in buildings, classrooms, lounge spaces, stairwells, elevators, and University owned vehicles. Each student is expected to provide their own face mask. However, face masks will be publicly available for students to retrieve from a variety of different locations on campus if students do not have their own with them when entering the campus. Accommodations may be available through the Disabilities Services Office.

Social Gatherings

No social events or gatherings are permitted in spaces that do not permit proper social distancing and exceed Allegheny County Health Guidelines on campus. Students choosing to attend off campus events, especially large social gatherings, will be subject to conduct review under this policy if required protective guidelines set forth in this policy are not followed.

Social Distancing Required

All students will be expected to properly social distance throughout campus and campus buildings. Social distancing is defined as maintaining 6 feet of space between themselves and another. This includes abiding by maximum occupancy guidelines for rooms, elevators, social gatherings, and outdoor activities.

Demonstrate Hygiene Good Practice

Students are expected to:

- Practice good hand hygiene by either washing hands often with soap and water for at least 20 seconds or by using alcohol-based hand sanitizer which contains at least 60% alcohol
- Avoid touching face, eyes, mouth as much as possible
- Avoid close contact with people who are sick
- Stay home, or in-Residence Hall rooms, if feeling sick and contact Health Services or your primary care physician (PCP) regarding symptoms and recommendations.
- Cover your nose and mouth with a tissue or your elbow when coughing or sneezing
- Clean and disinfect frequently touched objects and surfaces

Residence Halls

To promote the health and safety of the residential community, the following policies will be implemented:

- Non-residents are not permitted to visit the residence halls. This includes non-student guests as well as commuter students. Some Disability accommodations may permit personal aides as visitors to the Residence Hall.
- Residents are not permitted to have more than two (2) fellow residential students in their room at one time, and the roommate(s) of the room must agree to the visitation.
- Abide by entry directional arrows, elevator occupancy guidelines, and all social distancing guidelines.
- Lounges, fitness areas, and other common spaces will be closed to use.

Chapter 3: Carlow University Policies

Foundation

The purpose of the following University policies and procedures is to guide the unfettered access to a comprehensive and developmental learning experience. Students should expect to have full access to all learning environments, activities, and programs offered for which admission criteria are met. Students engage under the expectation that they are to understand and follow all University and Student Code of Conduct policies for the purpose of facilitating an open learning environment free from disruption, providing equal access, and promoting the general welfare and safety of the community.

Regard for Dignity and Worth

The University regards the degree to which relationships are mutually beneficial to each other, and the broader Pittsburgh community, as fundamental to how we demonstrate and measure our values. In keeping with its core value of the sacredness of creation, Carlow University strives to and expects that each individual will create and maintain a safe and supportive climate in which the inherent dignity and worth of each person is enhanced and celebrated.

Because the University is an inclusive learning environment, we recognize differences in approach to mutual relationships and the commitment to protection within intimate relationships is a priority when any partner is at risk. Grounded in the Catholic Mercy heritage, we honor the Catholic Church belief that sexual relationships, interaction, and intimacy should only occur within the committed marital relationship in which persons have mutually committed, legally and spiritually, to honor and enhance one another's dignity and worth.

Student Influence on Policy Development

Carlow University maintains a focus on student success and degree completion. To that end, students are encouraged to review, make suggestions, and advocate for University and Student Code of Conduct policies that enhance their overall well-being and success. Responsible University administrators remain open to inquiries and working with students to consider policy changes or development.

For undergraduate students in particular, “[t]he purpose of the Student Government Association is to promote the general welfare of the students as partners with administration, faculty, and staff in general governance.” (SGA Constitution). Students are encouraged to seek SGA representatives when they have general welfare concerns that include, but are not limited to, the formulation and modification of policies that affect academic, student affairs, and general areas of the University. SGA remains available as the primary advocating body for student welfare and success.

Children on Campus Policy

Carlow University's approach to the presence of visitors on campus, and particularly

children, is rooted in our Mercy heritage and our values of Hospitality and the Sacredness of Creation. We honor our founding as an institution devoted to women that fosters learning environments where community members experience empathy and mutual respect while understanding the value of inclusion, flexibility, and collaboration. This community recognizes that childcare is a social justice issue in the United States. Due to lack of systemic and institutional options, parents and caregivers are often challenged to care for children when emergencies arise.

Carlow University is a complex environment of classrooms, offices, laboratories, recreation, and other common area spaces. Some spaces on campus are designated for use by the Carlow Campus Laboratory School. Other portions of the campus were not specifically designed for use by children. This policy is instituted to better promote and ensure the safety of children. For purposes of this policy, “children” are defined as minors under the age of 18 who are not students enrolled in Carlow University. Within this environment, Carlow University is committed to the health and safety of all members and their visitors. Visitors to campus are welcome and encouraged. At the same time, we take appropriate precautions and may place limitations on visitation as necessary to protect the health and safety of everyone on campus and to promote a positive University learning environment.

All Carlow University and Campus Laboratory School faculty and staff are responsible for understanding and complying with this policy. Additionally, anyone having direct contact with children on campus shall have first complied with all applicable legal requirements, such as child abuse clearances and criminal background checks, as detailed in any other Carlow University policy.

General Guidelines for all Persons and Spaces on the Carlow Campus

A general principle underlying this policy is that the presence of children on campus is never to be the preferred substitute for childcare arrangements. We respect the occasional need for faculty, students and staff to bring children with them to campus. These guidelines are envisioned to address temporary, unexpected, emergency situations in which minors are brought to campus. Responsibility for a child who is brought to campus and who is not at that time a part of a campus sponsored program remains with the parent (grandparent, guardian, caregiver). The responsible person is expected to abide by all aspects of this policy.

The following guidelines apply to all visitors, students and employees bringing children or minors to campus:

1. A parent or guardian, or an adult over the age of 18 designated by the parent or guardian, shall provide direct supervision of their children or other children in their care when on campus.
2. Line of sight supervision of children is always required to ensure safety and respect, provided by parents or designated person over the age of 18

who is employed by the parent to provide that supervision.

3. Children may not be left unattended on campus or properties operated by the University.
4. Children shall not interfere with educational or workplace activities.
5. Children shall not play or loiter in parking lots, entranceways, doorways, stairwells, or balconies.

Emergency Situations

Carlow recognizes that documented emergency situations arise during which special arrangements for children will need to be made. Faculty, staff, and students are encouraged to work together with appropriate supervisory personnel to develop solutions for child care issues (e.g.: posting course content online, allowing assignments to be submitted online, teaching/working from home) within University and Human Resources policies. Consideration must also be given to the nature of the documented emergency and the safety of all involved.

Work/Co-curricular Learning Areas

As Carlow University is first and foremost a place of learning, care should be taken to maintain decorum and to avoid disrupting learning activities and University operation. Faculty and staff are expected to make appropriate arrangements for children and dependents. At no time should such arrangements impede the facilitation of intended student learning experiences or University operation.

Therefore, the following apply:

Children are generally NOT permitted in the following areas owned or operated by Carlow University:

- Laboratories, mechanical/ tool shops, studios, mechanical rooms, power plants, garages and rooftops;
- Kitchens and other food preparation areas;
- Areas where power tools or machinery with exposed moving parts are located;
- Areas where grounds equipment or other motorized equipment are parked, stored or maintained;
- Construction zones or other indoor or outdoor areas under construction;
- Other areas on campus that could reasonably pose a unique danger to children or minors.

Classrooms

If a documented emergency arises that necessitates children be brought to classrooms by their parents/caregivers, instructors must obtain supervisory approval prior to bringing children into the workplace as noted above or make alternative arrangements for class

delivery. For students, the instructor of the course, and the parent/guardian of the child, will work together to ensure the safety of the child. Through this collaboration between instructor and parent/caregiver, it will be determined if the physical and emotional safety of the child can be maintained in the classroom environment with the material scheduled for presentation. This includes consideration for others in the classroom to assure the learning environment can be maintained without disruption.

Carlow Events

Children are welcome on campus to attend social and cultural events. Parents/caregivers are responsible for assuring the appropriate conduct of children at such events so as not to become disruptive to the environment.

Campus Laboratory School

The Campus Laboratory School of Carlow University staff is responsible for the safety and supervision of the Campus Laboratory School minor students in their care at all times when in session and at any time those minor children are engaged in school-related activities on or off campus. Adults and other personnel having direct contact with minor children through Campus Laboratory School operations are required to obtain proper training and clearances. Persons entering the school, including the Tiernan Hall dining area, must be escorted by school staff or have on file proper training and clearances.

Additionally, Campus Laboratory School staff or other person(s) specifically responsible for the safety and supervision of children participating in any Campus Laboratory School summer camps or other special events or programs on or off campus shall be considered to be in loco parentis (Latin for "in the place of a parent") with respect to the children in their care and shall supervise such children at all times according to this policy.

Guidelines for Carlow Hosted Camps and Enrollment Events

Carlow University hosts a variety of evening, weekend, and summer camp learning experiences and enrollment events for minor children. Carlow University faculty and staff coordinating the events are responsible for the safety and supervision of the minor students in their care at all times when the event is in session. Additional support and student leadership staff may be required to be present.

Additionally, for purposes of this policy, any Carlow University faculty, staff, or other person specifically responsible for the safety and supervision of children participating in any Carlow evening, weekend, summer, special event, or program on University owned or operated property shall be considered to be in loco parentis (Latin for "in the place of a parent") with respect to the children in their care and shall supervise such children at all times according to this policy.

Dining Hall & Meal Plan Policy

Dining Hall regulations apply to Tiernan Cafeteria, Frank B. Fuhrer Café, and the Celtic Café. Students cannot use meal swipes to purchase meals for another student or visitor. Your ID

card functions as your meal card.

It is Federal law that shoes must always be worn in food service and dining areas. Food service items (silverware, plates, glasses, trays) cannot be removed from campus dining rooms. Transfer of a meal card, or the use of a meal card by anyone other than its owner, is prohibited. Throwing of food and/or equipment and supplies is prohibited. Willful destruction of equipment and supplies is prohibited. Sharing food with non-paying visitors constitutes cause for disciplinary actions.

Violation of the above regulations can result in possible disciplinary action, loss of dining privileges, and/or charges brought forth in conjunction with campus police. Take away trays can be obtained by making special arrangements and bag lunches can be obtained in special cases when a student must be in class or off campus for a school function during dining hall.

Carlow University resident students are required to participate in one of the meal plans offered on campus. The three options of 10, 15, 19 meals per week each have a flex dollar amount option. Flex dollars can be used at The Frank B. Fuhrer Commons Café (University Commons) and the Celtic Café (A.J. Palumbo Hall of Science and Technology). The meal plan is only available when the residence halls are open during the academic year. If you have classes scheduled during a meal, please talk to the General Manager of Food Service to plan for getting a meal outside of that time frame. Exceptions to this policy are made for health reasons only and must be approved as accommodations by the Director of Disabilities Services. Related letters and medical documents should be submitted to the Vice President for Student Affairs.

Disability Services Policies

Carlow University makes accommodations to provide qualified students with disabilities access to Carlow's programs, activities, services, and facilities. Carlow does so in response to legal directives such as those set forth in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, but also as part of its mission to provide transformational educational opportunities for a diverse community of learners and empowers them to excel in their chosen work as compassionate, responsible leaders in the creation of a just and merciful world.

Detailed Guidelines for Seeking Accommodations for Disabilities

For the University to respond appropriately to requests for accommodations, students are expected to follow certain guidelines and assume certain responsibilities. Information can be found on the Carlow website at http://www.carlow.edu/Disabilities_Services.aspx The student will engage in an interactive process with the Disabilities Services Office (DSO) which will carefully review information and documentation provided by a student, analyze each student's individual needs, and, together with the student, determine what accommodations may be reasonable and appropriate under the circumstances. To request accommodations, student should provide the University with current documentation from a licensed medical

professional. A school plan such as an IEP may not be sufficient for this purpose.

http://www.carlow.edu/Documentation_Guidelines_for_Students_Requesting_Accommodations.aspx

While documentation from professionals may include specific recommendations for accommodation, the University reserves the right to determine what accommodations are reasonable and appropriate within the University setting and within technical and academic requirements of the program. Students requesting accommodations must meet with the Director of Disabilities Services to discuss their upcoming schedule of classes, update any documentation, if necessary, and discuss accommodations.

Implementation of Approved Accommodations

The University may require a reasonable amount of time to review documentation which is submitted seeking accommodation, to interview the student, and to take other necessary steps before approving and providing accommodations. Documentation and information regarding a disability are considered confidential and will be revealed only with prior written student permission, unless otherwise required by law. The University need not provide accommodations that would fundamentally alter the essential characteristics or nature of a program. The University may provide alternate accommodations if they are reasonable and appropriate to make the University's programs, activities, services, and facilities accessible to that individual. Accommodations are not retroactive; that is, they do not impact tests or work completed prior to the student's submission of documentation and the University's determination of any necessary accommodations. Students with disabilities have the same responsibility as other students to meet the University's academic, technical, and behavioral standards and to follow the University's general policies and guidelines regarding standards of conduct.

Disability Accommodation Appeals

Students have the right to appeal the University's decisions regarding requests for accommodation by contacting the Director of Disabilities Services Office (DSO). It is important to note that complaints of specific types should be reported to the appropriate University representatives as follows: If the complaint is about the Director or staff of the DSO, then the complaint should be made to the Vice President of Student Affairs and Dean of Students. If the complaint is about the Vice President of Student Affairs and Dean of Students, then the complaint should be made to the Provost.

Disability Discrimination Reporting Procedure

Carlow has a complaint procedure to deal promptly and fairly with concerns and complaints about discrimination based on disability. Anyone may bring forward a concern of discrimination based on disability.

Complaints are handled as confidentially as possible to protect the rights of both the complainant and the person accused, consistent with an appropriate investigation.

Retaliation against any person who alleges discrimination or who reports or assists in the investigation of a complaint under this procedure is prohibited and may result in disciplinary action up to and including termination or expulsion from the University.

The complaint/grievance procedure will include (1) informal resolution, if possible, to encourage prompt review and resolution of a complaint; (2) formal resolution, involving possible investigation, if informal means do not resolve the matter; (3) a determination, in writing to all appropriate interested persons; and (4) an appeal process.

Further details to this procedure may be found on the Disability Services Office website under Policy and Guidelines Regarding Accommodations. A detailed description of the procedure can be found on the Disabilities page on the Carlow Website
https://www.carlow.edu/Disabilities_Services.aspx

Equal Educational and Employment Opportunity Policy

One of the core values of Carlow University is Sacredness of Creation. We revere each person and all creation and the diversity they embody. The University, as an educational institution, and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. We respect our diversity as we are called to do in both the University's Mission and Core Values. Our commitment to inclusivity, respect, and acceptance informs every aspect of the University community.

Accordingly, the University prohibits and will not engage in discrimination or harassment on the bases of race, color, religion, sexual orientation, handicap or disability, sex, age, pregnancy, ancestry, national origin, place of birth, genetic information, gender identification, veteran's status, or any other category protected by federal, state, or local law. This policy applies to all programs and activities, with respect to both admissions and employment.

Questions and concerns about equal opportunity should be directed to the University's EEO Coordinators:

Bridgette Cofield
Director of Human Resources
West Wing. 2nd Floor
412.578.8897

Jacqueline Smith
Director of Disabilities Services
University Commons
Room 411E
412.578.6050

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act, as amended (FERPA), is a federal law applicable to Universities like Carlow and governs certain important student issues, including that

- (1) FERPA allows students to have the right to inspect their own records.
- (2) FERPA creates rules regarding the confidentiality and disclosure of education records.
- (3) FERPA allows students to ask to have their records amended.

Under FERPA, students are provided the right to inspect their own educational records, to sign a waiver allowing parents or others to have access to their records, and to correct errors of fact in their records. University employees, in their administrative, supervisory, academic or support staff roles, may have access to student records if there is a legitimate educational need or interest in those records. Non-University personnel may only have access to student records under very specific and limited circumstances, including through court orders, and often must sign non-disclosure agreements for review of those records.

There are specific instances under FERPA when University personnel may communicate student information to parents of a dependent student. Those instances including health/safety emergencies, or a student's violation of any federal, state, or local law, or University rules governing the use or possession of alcohol or a controlled substance if Carlow determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

Identifiable student information considered "Student Directory Information" is not protected under FERPA. Directory information is personally identifiable information which may be disclosed without the student's consent. Carlow University designates the following information as directory information:

- a. Student's name
- b. Address: home, local, personal email and Carlowemail
- c. Telephone numbers
- d. Date and place of birth
- e. Program of study
- f. Participation in officially recognized activities and sports
- g. Dates of attendance
- h. Degrees and certificates awarded
- i. Most recent previously attended school
- j. Photograph of the student, if available
- k. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
- l. Student honors and awards received.

m. The height and weight of athletic team members

Opting Out of the Directory

A student may request that his or her information NOT be included in as Student Directory Information. To do so, a student must complete the Request to Restrict Directory Information (OptOut) Form or otherwise submit written notice to the Registrar. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information. Carlow University does not provide directory information to marketing companies, including credit card companies and ring vendors.

More information about FERPA

Complete information regarding student rights under FERPA can be obtained at the following website: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or by visiting the Carlow University Registrar's Office.

Students are afforded the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA by contacting:

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

Freedom of Speech Policy

General Provisions

Freedom of expression is central to the values of Carlow University. The University is committed to free and open inquiry and supports broad latitude for members of the Carlow community to speak, write, listen, challenge and learn. As a Catholic university we approach the issue of freedom of speech within the context of our identity and an intellectual tradition that fosters respect for an individual's freedom and opportunity to give voice to their beliefs. This policy recognizes that freedom of expression, while expansive, is not absolute and can, in certain circumstances, be restricted. The freedom to debate and discuss the merits of competing ideas does not mean that individuals may say whatever they wish, wherever they wish. Infringing on the expression of views, either by interfering with a speaker or by defacing or removing properly posted or distributed notices or materials, will not be tolerated. Reasoned dissent is welcome at Carlow University; however, disruption of University activities is not. Members of the community are free to support causes by orderly means that do not disrupt the regular operation of the University community. Furthermore, the University may restrict expression that constitutes a genuine threat of harassment, invades an individual's right to privacy, or is

defamatory. The University seeks to assure members of its community that they can continue in their academic pursuits without fear for their personal security or other serious intrusions on their ability to teach and to study. [1]

Freedom of Speech and Assembly

Members of the University community shall have the right to freedom of speech and assembly subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner as set forth herein.

Lawful and peaceable public demonstrations are permitted by the University. The University supports the assembly of persons for free speech activities, including vigils, protests, demonstration, and similar assemblies. These activities are permitted on the Carlow campus unless they significantly infringe on the rights of others, particularly the right to listen to a speech or lecture. [2]

All individuals and groups planning to engage in activities described in the previous paragraph shall seek approval from the Office of Student Affairs. Locations generally approved for these activities include the following: The Campus Green, AJP Atrium, and the University Commons. Use of the space will be assigned to the person or organization requesting the area first.

University-sponsored events have priority on the use of campus grounds.

Freedom of the Press

Carlow University recognizes the educational and societal value of free and open discussions of issues and ideas. A learning community encourages free expression of widely varying views.

Members of the University community, in their publications or broadcasts, are entitled to protections of the constitutional right of freedom of the press, as set forth herein.

In the case of student publications sponsored by a college, school, department, or academic program, such publications shall be regulated in accordance with the procedures adopted by the sponsoring college, school, department, or academic program, which shall be consistent with this policy. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage. Reasonable and nondiscriminatory rules and regulations, consistent with these regulations, may be adopted regarding the, posting of signs and notices, the distribution of commercial advertising materials, or the solicitation of funds. [3]

Academic Freedom

As stated by the AAUP, “[i]nstitutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution. The common good depends upon the free search for truth and its free exposition. Academic

freedom is essential to these purposes and applies to both teaching and research.” [4]

Accordingly, the faculty of Carlow University may pursue freely any subject of intellectual or artistic inquiry and shall not be subject to censorship, discipline, or intimidation. Faculty are entitled to full freedom in creative work and research, and in sharing the results through publication, performance, and exhibition. In the classroom, faculty are similarly free to determine the relevant content and manner of learning for the subject matter of their expertise, consistent with professional standards. “Academic freedom in its teaching aspect is fundamental for the protection of rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.” [5]

The academic freedom of teachers carries with it “special responsibilities” to observe professional ethics, as noted in the AAUP’s 1966 Statement on Professional Ethics. Faculty are also entitled to speak out on matters of institutional governance.

Academic freedom pertains to students as well as faculty. AAUP policy defines students’ freedom to learn as “depend[ing] upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community.” Like faculty, “students should exercise their freedom with responsibility.” [6]

Conduct of Classes

Discussion and expression of all views relevant to the subject matter of a class are recognized as necessary to the educational process. Ideas raised in the classroom that are broadly germane or relevant to the matter at hand should be protected regardless of how controversial they might be. However, an instructor’s own speech and the speech of students may be limited to that which is educationally relevant. A pedagogical intervention is educationally relevant if it assists students in better understanding a subject under consideration, either in the sense of acquiring greater cognitive mastery of that subject or in the sense of acquiring a more mature apprehension of the import of that subject, which is to say, an improved ability to experience and appreciate the significance of the subject. [7]

Right to Form

Student Organizations Students are free to organize and join associations to promote their common interests, and student organizations may be accorded use of University facilities and resources when available so long as such interests and use are compatible with the purposes and function of the University. No campus organization may discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, or disability.

Carlow University encourages student organizations to sponsor guest speakers whose presentation will contribute to the role of the university as a forum for intellectual discussion, debate, investigation, and artistic expression. The purpose of this forum is to provide an opportunity for students to hear and discuss opposing viewpoints on a wide range of issues. [8]

Speaker Policy

The right of the faculty and students to explore and examine ideas and opinions shall include the right to invite guest speakers. The principles of intellectual diversity require that a wide range of viewpoints be permitted to be heard on campus.

The following procedures are designed to ensure the free speech rights and physical safety of the invited speaker as well as all visitors and members of our community, regardless of whether they agree or disagree with the speaker. [9]

Members of the University community and their organizations have the right to invite speakers to address audiences on campus (at the expense of the organization and members), subject to reasonable and nondiscriminatory regulations governing the use of University facilities, and the Student Organization Rules and Regulations and the Student Code of Conduct. The rights of speakers to speak and audiences to hear free from undue disruption and interference shall also be protected.

Any public event sponsored by faculty or staff or Student Organizations is subject to the following guidelines:

The University reserves the right to regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University. The University also reserves the right to review speakers and programs for proposed public events. The individual or group hosting such an event must reserve the place where it will occur in accordance following all University's registration requirements. It is the responsibility of the faculty, staff, or Student Organization to inform their dean or vice president of whether the speaker or event intends to speak on a matter provocative in nature, or contrary to the mission of the University. If the speaker is intended to speak on a matter provocative in nature, it is incumbent upon the faculty or administrator to work with the campus police to draft a plan of security for the event.

In those cases, for which this review indicates significant risk to the community, the President and senior administration will work with event sponsors to determine measures to maximize safety and mitigate risk, if possible. The President and senior administration would consider canceling the event if a credible threat to the community cannot be mitigated by revisions to the event plan. [10]

These narrow exceptions to the general principle of freedom of expression should not be used in a manner that is inconsistent with the University's commitment to a completely free and open discussion of ideas.

This policy does not apply to speakers invited by the faculty of the University and sponsored by the faculty through their departments, programs, if the intended audience is limited to the University community, or if the presentation is part of a class presenting in an academic space (classrooms and lecture halls) as these presentations are governed by principles of

academic freedom.

Use of the University's facilities does not imply endorsement by the University of the views and opinions of speakers or event organizers. [11]

Social Media

This policy also applies to speech and expression that occurs on electronic resources (e.g., Carlow University and email accounts) and social media sites (e.g., Facebook and Twitter) owned, maintained, or controlled by Carlow. The University recognizes the vital role that social media can play in both expressing free speech and in communicating, collaborating, and interacting with students, faculty, staff, and the public. Please consult and follow the Carlow University Social Media policy later in this document.

Violations of the Free Speech Policy

Violations of this policy by students will be handled by the disciplinary system administered through the Office of Student Affairs.

Appeals of Scheduling or Location

If a member of the University community or organization objects to the denial of a scheduling request or the assignment of a particular facility, the requesting member or organization shall have a right to appeal the denial or assignment to the Office of Student Affairs, which shall hear the appeal and render a decision as soon as reasonably practicable but no later than five days after the date of the appeal.

The decision of the Office of Student Affairs shall be final, except as to claims that the action of the Office of Student Affairs violates academic freedom or rights guaranteed by the United States or Pennsylvania Constitutions. In such an instance, the appeal will be heard by an ad hoc committee chosen by the Provost and composed of one member of the faculty, one member of the staff, and one member of the student body. The recommendation of the committee shall be transmitted to the President for a final decision.

Citations

1. This statement of general policies borrows from the Report of the Committee on Freedom of Expression of the University of Chicago.
2. <https://odus.princeton.edu/protests/protests-demonstrations-and-peaceful-dissent>
3. AAUP, College Media Association, National Coalition Against Censorship, Student Press Law Center joint statement, 2016.
4. AAUP Policy on Academic Freedom, 1940, as amended 1970
5. ID
6. AAUP Joint Statement on Rights and Freedoms of Students, as amended, 1990
7. Matthew W. Finkin and Robert C. Post, For the Common Good: Principles of Academic Freedom (Yale University Press, 2009), 92. Conrad Russell, Academic Freedom (Routledge, 1993). See also: A Framework for Campus Free Speech Policy, 2017 (Institute for

Humane Studies at George Mason University.)

8. <https://publicaffairs.vpcomm.umich.edu/key-issues/freedom-of-speech-and-artistic-expression/>
9. AAUP Joint Statement on Rights and Freedoms of Students, as amended, 1990
10. <http://www.middlebury.edu/events/policies>, See also: A Framework for Campus Crisis Management, 2018 (Institute for Humane Studies at George Mason University.)
11. A Framework for Campus Free Speech Policy 2017 (Institute for Humane Studies at George Mason University.)

Posting Policy

The purpose of this Posting Policy is to support an inclusive environment at Carlow University while at the same time avoid blight on campus and prevent damage to the physical campus and facilities.

Posting of information and materials on the Carlow University campus is limited to general purpose bulletin boards provided throughout campus which are designed for such purpose. Posters, flyers, and other materials may not be placed on interior or exterior walls, floors, doors or windows of any building or on any utility poles, light poles, sidewalks, statues or public art located on campus. Use of masking or duct tape, paste, glue, spray, rubber cement or other adhesives, or nails, heavy gauge staples or other metal fasteners for posting is prohibited. Other prohibited behavior includes posting messages or symbols on grassy areas or hanging banners on external surfaces or across expanses without first obtaining permission from Student Affairs. Recognized student organizations and campus departments may request from Student Affairs to use chalk (water soluble) outside on the non-brick sidewalk areas.

Prior to posting anything covered by this Policy, approval to do so must be obtained from Student Affairs and the materials to be posted must be stamped with the appropriate permission stamp from Student Affairs.

All posted information and materials must include the name of the sponsoring organization and department or responsible individual, as well as the date, time and location of any program or event identified on the posting. All materials approved for posting must be removed within 24 hours of the conclusion or completion of the program or event which is the subject of the posted materials. For general posting not having an expiration date, the posting party is responsible for ensuring that the posted materials remain intact and for removing any damaged materials. Any member of the Carlow Community may remove materials that are improperly posted or have expired, without notice to the posting party. Persons or organizations that violate the posting policy may have their posting privileges revoked and may be liable for damage to University property caused by the improper postings.

Smoke and Tobacco Free Campus Policy

Carlow University strives to create and maintain a healthy, welcoming environment for all

University students, Campus School students, staff, faculty, and visitors. We are committed to helping all members of our community make healthy choices that respect the rights of others. Carlow University is a smoke-free campus. This means that no tobacco or other smokable products, including cigarettes, cigars, pipes, hookahs, chewing tobacco, cigarettes, and vapor cigarettes, will be permitted on campus. Members of the community must leave Carlow property before using tobacco in any form.

Many resources are available for those who use tobacco products and wish to stop. University Health Services and Wellness and Fitness Services have information and support programs for anyone who needs them: Contact 412.578.6174 or 412.578.6042 for help.

Social Media Policy

This policy defines how internal stakeholders (faculty, staff, and students) should use and share information about Carlow University on its social media platforms.

Social media refers to services that allow the sharing of information and content in the formation of communities through online and mobile networks of people. Examples include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn, YouTube, and Pinterest.

Marketing and Communications is responsible for the posting and management of Carlow University's primary social media channels and oversight of all Carlow-affiliated social media channels.

The purpose of using social media:

- Start or continue conversations
- Build and maintain strong relationships with our online community
- Promote programs and events
- Promote enrollment
- Share stories about the University, students, alumni, and the Carlow community
- Reach followers with last-minute news and alerts
- Provide quick links to online information at carlow.edu

For complete details for this policy, please refer to the [document](#) on the Carlow MyPortal website.

Student Medical Insurance Policy

Students at Carlow University are required to carry health insurance coverage. The University mandates student athletes to carry health insurance. For more information, contact the Athletics Department.

Additionally, some of our academic programs have field or clinical components that may require students to carry health insurance during these experiences. Please check with your academic department for more information.

Timely Warning Policy

The Carlow University Police Department is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f). Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the University, constitute an ongoing or continuing threat to students and staff and faculty.

Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Police Department by phone at 412.578.6007, or in person at the dispatch center in Frances Warde Hall.

The Police Department will consult, as appropriate and necessary, with other university officials regarding whether a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.

Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and to prevent similar crimes from occurring.

Procedure

When a determination is made that a timely warning should be issued, the Police Department will take one or more appropriate steps to ensure timely notification of the campus community.

Options for notification include, but are not necessarily limited to:

- The university's mass notification system (phone, text, and email), enroll to receive these notifications via the e2Campus site
- Campus-wide e-mails
- Campus-wide phone notifications
- Physical postings on doors and bulletin boards
- or the Police Department website

The warnings will include some or all the following information:

- Date, time, and location of the reported crime
- Summary of the incident
- Description of the suspect and/or vehicle, if available
- Any other special instructions or incident specific safety tip

Chapter 4: Discrimination, Harassment, and Sex/Gender-Based Misconduct Policy

NOTE: New Title IX regulations were provided in May 2020, becoming effective August 14, 2020. Given the extensive requirements under the newly revised Title IX regulations, the University is continuing to fine tune the presentation of the policy and procedures for receiving, addressing, and resolving disputes. Therefore, what follows will be expanded and organized more effectively from what is below, these being the minimum standards for procedural resolution that participants can expect.

Carlow University is committed to providing a workplace and educational environment that are free from discrimination, harassment, sexual misconduct, and retaliation. To support Carlow's core values, to ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting fairness and equity in all aspects of the institution, Carlow University has developed internal policies and procedures that provide a prompt, fair and impartial process for those involved in an allegation of discrimination, harassment based on protected class status, sexual misconduct, and allegations of retaliation. Carlow University honors the dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Under these internal policies and commensurate with the law and regulations, members of the university community, guests and visitors have the right to be free from all forms of discrimination and sex/gender harassment, sexual misconduct. The purpose of this policy is to clarify that the University prohibits all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment, or in the case of sex-based discrimination can encompass sexual harassment, sexual assault, stalking, dating violence, domestic violence, or sexual exploitation. Sexual harassment in any form undermines Carlow's core values and expectations of our campus community. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

All Carlow University students, faculty and staff are covered under this policy, as are third parties on Carlow property or participating in Carlow-sponsored or related activities.

This policy applies to all members of the Carlow community who experience sexual harassment or misconduct on campus owned or operated by the University, as well as properties in which the University exercises significant control, and at Carlow-sponsored functions held off-campus by another student or Carlow representative. The University may choose, at its discretion, to extend this policy to incidents occurring off campus that involve students and allegations of violation of University policy.

Confidential Resources

If a complainant would like the details of an incident to be kept confidential, the Complainant may speak to the following:

- Health and Counseling Services, 412.578.6474
- Director of Campus Ministries, 412.578.6651, skdewitt@carlow.edu
- Assistant to the President for Mercy Heritage, 412.578.6424, sacarney@carlow.edu
- Pittsburgh Action Against Rape (PAAR), 1.866.END.RAPE
- Magee Women's Hospital (300 Halket Street, Pittsburgh) 1.866.MyMagee
- UPMC Mercy (1400 Locus Street, Pittsburgh) 412.232.8111
- Women and Children's Shelter 24-Hour Hotline: 412.867.8005; 24-HourTextSupport: 412.744.8445)

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with an internal or external confidential resource. These resources are not required to report incidents to university officials or outside agencies. They can support a student in filing formal reports if requested.

We encourage all such students, regardless of whether they report the complaint formally to the university to obtain support from confidential reporters, listed below. They can help you obtain resources you may need, provide emotional support, and plan for your safety. If you are unsure of whether to report the incident, these confidential services can help you understand your options and decide the best course of action for you.

Internal Resources

Carlow University Health and Counseling Center has a registered nurse and two licensed counselors on staff, supported by a consulting arrangement with UPMC Adolescent Medicine and a consulting psychiatrist. Any student who has experienced sexual misconduct at any time, on or off campus, past or present, is encouraged to use these support services.

Director of Health Services: 412.578.6474

University Counselors: 412.578.6474

Campus Minister: 412.578.6651

Special Assistant to the President for Mercy Heritage: 412.578.6424

Non-Confidential Resources

Notice or complaints of discrimination, harassment, and/or retaliation may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail using any of the following options:

- Title IX Coordinator:
 - Jackie Smith, Director of Disabilities Services,

412.578.6050, jmsmith@carlow.edu

- Deputy Coordinators:
 - Erin Boyles, Assistant Dean of Students, 412.578.8774, eiboyles@carlow.edu
 - Bridgette Cofield, Assist. VP for Diversity, Inclusion, and Human Resources, 412.578.8897, bncofield@carlow.edu
 - George Sliman, Director of Athletics, 412.578.8826, gssliman@carlow.edu
- Keith Cerroni, Director of Residence Life, 412.578.8776, kccerroni@carlow.edu
- Graduate Resident Directors
- Resident Advisors
- University Police, 412.578.6007

External Resources

Magee Women's Hospital (300 Halket Street, Pittsburgh 1.866.MyMagee) and UPMC Mercy (1400 Locus Street, Pittsburgh 412.232.8111) have Forensic Nurses available 24 hours a day, seven days a week at their emergency departments. These Forensic Nurses, called Sexual Assault Nurse Examiners (SANE), are highly trained to collect evidence and connect individuals with advocates and community resources.

Pittsburgh Action Against Rape (PAAR) provides prevention and education services on campus. PAAR also provides a 24-hour confidential hotline (1.866.END.RAPE), counseling, and support through the medical and legal process.
412.431.5665.

Women's Center and Shelter of Greater Pittsburgh provides a shelter, assistance in obtaining protection orders, counseling, outreach and education services for those who experience dating and domestic violence. They have specialized workers on abuse in LGBTQ+ relationships and services for immigrants and refugees. Their hotline number is 412.687.8005.

Protection from Abuse Orders (PFA) can be obtained at Family Division Court in Downtown Pittsburgh.

Court information can be found at: <http://alleghenycountyda.us/domestic-violence/protection-from-abuse/>

Center for Victims

(General Victim Services, Domestic Violence Services, Sexual Assault Services) <https://www.centerforvictims.org/victim-services/>

24-Hour Crisis Hotline: 1-866-644-2882

Rape, Abuse, and Incest National Network (RAINN) is the largest anti-sexual assault organization in the country. They provide access to a wide variety of support and

educational services to survivors of sexual misconduct and those who support them.
1.800.656.HOPE (4673)

Local clergy and attorneys are also included as confidential resources. All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Carlow employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

Title IX Coordinator

The university's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. The Coordinator is housed in the office of Student Disabilities Services, University Commons 411E. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the university Title IX Coordinator:

Jacqueline Smith
Director of Disabilities Services
Title IX Coordinator
Office of Student Affairs,
University Commons 411E
3333 Fifth Avenue,
Pittsburgh, PA 15213
(412) 578-6050
Email: jmsmith@carlow.edu

Where to Officially Report Sexual Misconduct:

University Police- 412.578.6007
Jacqueline Smith, Title IX Coordinator, 412.578.6050
Erin Boyles, Assistant Dean of Students, 412.578.8774
Keith Cerroni, Director of Residence Life, 412.578.8776
Timothy P. Phillips, Vice President for Student Affairs and Dean of Students, 412.578.6087
Bridgette Cofield, Asst. Vice President – Human Resources, Diversity & Inclusion, 412.578.8897
Any member of the Residence Life staff (RAs and GRDs)
Any Campus Security Authorities (CSAs)

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:
Office for Civil Rights (OCR) Western Region

Dr. Teresa R. Randleman, Regional Manager 301 Fifth Avenue
Suite 410, Platt Place
Pittsburgh, PA 15222-1210
412-565-7607
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>
By e-mail to education@usdoj.gov
By telephone at (202) 514-4092 or 1-877-292-3804 (toll-free)
By facsimile at (202) 514-8337

If an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to Bridgette Cofield, Assistant Vice President for Human Resources, Diversity, & Inclusion, 412-578-8897, or bncofield@carlow.edu.

Anonymous Reporting

Report online, using the reporting form posted at
[\[https://carlow.wufoo.com/forms/r1xcvmwz18mvv1g/\]](https://carlow.wufoo.com/forms/r1xcvmwz18mvv1g/)

Anonymous reports are accepted but can give rise to a need to investigate. Carlow University tries to provide supportive measures to all Complainants, which is not feasible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Carlow University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety of any of the parties or the community at large.

Otherwise, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the University to discuss and/or provide supportive measures.

Formal Complaint

A Formal Complaint means a document filed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the University investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the University) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

Supportive Measures

Carlow University will offer and implement appropriate and reasonable supportive measures

to the parties upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the education program or activity, including measures designed to protect the safety of all parties or the Carlow University's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Carlow University will inform the Complainant, in writing, that they may file a formal complaint with the Carlow either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

The Carlow will maintain the privacy of the supportive measures if privacy does not impair Carlow's ability to provide the supportive measures. Carlow will act to ensure as minimal an academic impact on the parties as possible. Carlow University will implement measures in a way that does not unreasonably burden the other party.

These measures may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

Scope and Jurisdiction of Policy

When an alleged violation of this anti-discrimination policy is reported, the allegations

are subject to resolution using Carlow's Policy and processes, as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of Carlow University community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of Carlow University community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

Glossary of Terms

Advisor: a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

Complainant: an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.

Complaint (formal): a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that Carlow University investigate the allegation.

Confidential Resource: an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).

Consent is defined below. See the "Policy Definitions" section below, within the definition of *Sexual Assault*.

Day: a business day when Carlow University is in normal hours of operation.

Education program or activity: locations, events, or circumstances where Carlow University exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and includes any building owned or controlled by a student organization that is officially recognized by Carlow University.

Final Determination: a conclusion by the standard of proof that the alleged conduct occurred and whether it did or did not violate policy.

Finding: a conclusion by the standard of proof that the conduct did or did not occur as alleged.

Formal Grievance Process: “Process A,” a method of formal resolution designated by Carlow University to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.

Grievance Process Pool: includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all these roles (though not at the same time or with respect to the same case).

Hearing Decision-maker or Panel: refers to those who have decision-making and sanctioning authority within Carlow University’s Formal Grievance process.

Investigator: the person or persons charged by a Recipient with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.

Mandated Reporter: an employee of Carlow University who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator [and/or their supervisor].¹

Notice: when an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

Official with Authority (OWA): an employee of Carlow University explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of Carlow University.

Parties: collectively the Complainant(s) and Respondent(s)

Process A: the Formal Grievance Process detailed below and defined above.

Recipient: a postsecondary education program that is a recipient of federal funding.

Remedies: post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Carlow University’s educational program.

A Reasonable person: the standard of perspective that would be present from someone similar who is in the same or similar circumstances. i.e. would another individual in the same or similar circumstances, regard these circumstances in the same way

Respondent: an individual who has been reported to be the perpetrator of conduct that

could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.

Resolution: the result of an informal or Formal Grievance Process.

¹ Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility in this Policy.

Sanction: a consequence imposed by Carlow University on a Respondent who is found to have violated this policy.

Sexual Harassment: the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence.

- For this policy, Carlow University defines “*student*” as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Carlow University.
- *Title IX Coordinator* is at least one official designated by Carlow University to ensure compliance with Title IX and Carlow University’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, any deputy coordinators, and any member of the Grievance Process Pool.

Policy Definitions

Sex discrimination is treating someone unfavorably because of that person's sex, gender identity, including transgender status, or because of sexual orientation (EEOC, Title VII) Discriminatory behavior involves actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of membership in a protected class. For examples of behaviors that constitute sex discrimination, please see Appendix A below.

Any other University or Code of Conduct policy may fall within the sex discrimination section when a violation is motivated by the actual or perceived membership in a protected class of the reporting party.

Sexual harassment is unwelcome conduct, determined by a reasonable person, of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis

for employment decisions or for academic evaluation, grades, or advancement. This quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or whether the person submits and avoids the threatened harm.

2. Such conduct creates a hostile environment that interferes with an individual's employment, education, or access to University programs, activities, and opportunities. A hostile environment can be created by conduct that is severe, persistent, or pervasive, or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.
3. Behavior is so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to Carlow University educational programs or activities.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex or gender identify. For example, it is illegal to harass a woman by making offensive comments about women in general (EEOC).

A hostile environment is created when sexual harassment is: sufficiently severe, and/or persistent and/or pervasive, and/or objectively offensive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational [and/or employment], social and/or residential program.

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the Title IX Coordinator or a Deputy Coordinator.

Quid Pro Quo Harassment

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another
- Constitutes Sexual harassment subject to disciplinary action when:
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance.
- This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

Sexual Assault is any type of sexual contact or behavior that occurs without consent [See the definition of consent below].

This includes:

Non-Consensual Sexual Contact

- any intentional sexual touching,
- however slight,

- with any object,
- by a person upon another person,
- that is without consent and/or by force.
- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.
- Any other intentional bodily contact in a sexual manner.

Non-Consensual Sexual Intercourse

- Any sexual penetration of vagina or anus with any object
- Any oral contact between mouth and genitals
- however slight,
- by a person upon another person,
- that is without consent and/or by force.

Consent

Carlow University expects all relationships will involve mutually agree upon behaviors and actions that involve effective consent. Consent may be defined as:

- Clear, knowing, and voluntary permission given prior to and during the interaction. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want and what you do not want to do.
- Consent to some form of interaction cannot be automatically taken as consent to any other form.
- Previous consent does not imply consent in the future.
- Silence or passivity -- without actions demonstrating permission -- cannot be assumed to show consent.
- Consent, once given, can be withdrawn at any time. There must be a clear indication that consent is being withdrawn.
- Under this policy, “No” always means “No”. Anything but a clear, knowing, and voluntary consent to any interaction is equivalent to a “no.”
- Individuals who consent to interaction must be able to understand what they are doing. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of an interaction including a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation.
- Use of alcohol or other drugs by any of the parties will never function to excuse any behavior that violates this policy
- May not be given by someone underage or with a disability that does not permit full understanding of an interaction including a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation.

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Dissemination of intimate images (i.e. revenge porn)
- Taking sexualized photographs without permission
- Prostituting another person
- Non-consensual digital, video, or audio recording of nudity or sexual activity
- Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity
- Engaging in voyeurism
- Going beyond the boundaries of consent (such as allowing someone to hide in the closet to watch consensual sex)
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person.
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals
- Sexually based stalking and/or bullying may also be forms of sexual exploitation

Domestic Violence can occur between any current or former partners. Partners could be or have been married, living together, in a romantic relationship, or have a child together.

Dating Violence can occur within a romantic relationship, no matter the length or degree of intimacy.

Domestic Violence and Dating Violence are both defined as a pattern of abusive behavior in a relationship that is used by one partner to maintain power and control over another current or former intimate partner.

Domestic Violence and Dating Violence tend to escalate in frequency and severity over time. A person tends to not be abusive continuously; rather, it often happens in a cycle where tension builds, an incident can occur, and then a honeymoon phase may exist.

Domestic violence can be physical, sexual, psychological and emotional, economic and academic, or digital actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, hurts, injures, or wounds someone.

Various forms of abuse work together to create a pattern within the relationship whereby one person retains power and control over the other person. Abuse tends to follow a cycle of escalating tension, a more intensive incident, and a honeymoon phase where a person may apologize, make excuses, and temporarily change their behavior. However, in dating and domestic violence relationships, the cycle will continue again, the behaviors get worse, the honeymoon becomes shorter.

(Will be on website instead):

Stalking

A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking can include:

- Repeated and unwanted attempts to contact an individual through text or voice message, email, or social media. This can include attempts to contact an individual through a third-party.
- Repeatedly following or watching an individual
- Repeatedly appearing at one's home, friends, classes, and other venues to attempt to interact with the person
- Frightening communications,
- Direct or indirect threats.
- Harassment through the internet.

Stalking is dangerous and can often cause severe and long-lasting emotional and psychological harm to victims. Stalking often escalates over time. Stalking can occur with domestic violence. When stalking occurs in domestic violence, it can increase the risk of homicide. Stalking can lead to sexual assault and even homicide.

For information on what to do if you are being stalked, view this information from SPARC (Stalking Prevention Awareness Resource Center)
<https://www.stalkingawareness.org/what-to-do-if-you-are-being-stalked/>

Any other University or Code of Conduct policy may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's membership in a protected class.

Reporting Offences Under This Policy

Carlow University strives to create an environment free from sexual misconduct, harassment, and discrimination. We encourage students to report violations of this policy to the university. The university takes all allegations seriously and acts to determine supports, facts, and equitable resolution.

All Carlow employees (faculty, staff, administrators) are expected to report actual or

suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

To make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will act when an incident is reported to them.

The following sections describe the reporting options at Carlow for a Complainant or third-party (including parents/guardians when appropriate).

Anonymous Notice to Mandated Reporters

Pennsylvania law requires the university to enable students and others to file anonymous reports. While anonymous reporting may limit the scope of an investigation and the University's ability to pursue such matters, all such reports will be investigated to the extent reasonable and possible. Anonymous reports can be made via the following link: <https://carlow.wufoo.com/forms/r1xcvmwz18mvv1g/>

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

[If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information].

Anonymous notice will be investigated by Carlow University to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits Carlow University's ability to investigate, respond, and provide remedies, depending on what information is shared. When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must

be shared with the Title IX Coordinator. [Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements].

Mandated Reporters and Formal Notice/Complaints

All Carlow employees (including student employees), except for those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party. Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

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

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

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of Recipient 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 Carlow 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.

If a student reports sexual misconduct to the University Police or campus authorities, they are NOT automatically required to pursue legal action. The University Police, as mandated reporters, will report the complaint internally. They can also support anyone who wishes to file a criminal complaint through the Pittsburgh Bureau Police.

Internal campus proceedings and external legal processes are conducted independent of each other and the outcome of one does not necessarily influence the other.

When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Carlow University proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Carlow University to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Recipients may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Carlow University's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Carlow proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that Carlow's ability to remedy and respond to notice may be limited if the Complainant does not want the Carlow to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Carlow's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Carlow to honor that request, Carlow University will offer informal

resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint later. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Recipient, and to have the incidents investigated and properly resolved through these procedures.

Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Recipient must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Carlow University will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the potential danger.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with, or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official investigation can be subject to discipline under Recipient policy.

Amnesty for Complainants and Witnesses

The Carlow community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Recipient officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Carlow community that Complainants choose to report misconduct to Carlow officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Recipient maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual misconduct to the [Campus Police]).

Carlow University maintains a policy of amnesty for students who offer help to others in need. [While policy violations cannot be overlooked, Carlow University may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.]

Employees:^[1] Sometimes, employees are hesitant to report harassment or discrimination they have experienced for fear that they may get in trouble themselves. For example, an employee who has violated the consensual relationship policy and is then assaulted during that relationship might hesitate to report the incident to Recipient officials. Carlow may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis]. Students have no time restrictions on when they can formally report incidents. However, if a report is made soon after an incident takes place, evidence can be preserved that can help with the investigation. Additionally, once a report is made the university can provide students with supportive measures. Note supportive measures (with both confidential and formal).

Resolution Process Overview

Carlow University will act on any formal or informal notice/complaint of violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination (“the Policy”) that is received by the Title IX Coordinator or any other Official with Authority.

For qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) involving students, staff, administrator, or faculty members, procedures consistent with 2020 Title IX regulations will be applied.

Alleged violation of policy not determined to fall within Title IX jurisdiction qualification will be reviewed.

Process B can also apply to sexual harassment (including sexual assault, dating violence, domestic violence, and stalking as defined above) when jurisdiction does not fall within

Process A, as determined by the Title IX Coordinator.

Unionized/other categorized employees are subject to the terms of their agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures elaborated in the student, faculty, and staff handbooks.

Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, Carlow University will initiate a prompt initial assessment to determine the next steps the University needs to take.

The University will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to proceed formally; and/or
- 2) An informal resolution; and/or
- 3) A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether the Policy has been violated. If so, the University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

Please see the Title IX Coordinator, deputies, and other support personnel for full details on the procedures. OR add this just before - Procedures are being finalized and will be posted soon.

Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Recipient is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for Recipient or any member of Recipient's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against

any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

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

Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator¹⁹ engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
 - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety within the campus community.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
 - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution and may

seek to determine if the Respondent is also willing to engage in informal resolution.

- If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the jurisdiction and scope of Title IX:

If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:

- an incident, and/or
- a pattern of alleged misconduct, and/or
- a culture/climate issue, based on the nature of the complaint.

If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply, and will refer the matter to the student code of conduct process. Please note that dismissing a complaint under Title IX is just procedural requirement, and does not limit Carlow University’s authority to address a complaint with an appropriate process and remedies.

Dismissal (Mandatory and Discretionary)²⁰

Carlow University must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
2. The conduct did not occur in an educational program or activity controlled by Carlow University (including buildings or property controlled by recognized student organizations), and/or Carlow University does not have control of the Respondent; and/or
3. The conduct did not occur against a person in the United States; and/or at the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of Carlow University.

Carlow University may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein: or
2. The Respondent is no longer enrolled in or employed by Carlow University; or
3. Specific circumstances prevent Carlow University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Carlow University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision, and a decision not to dismiss, is appealable by any party under the

procedures for appeal below. A Complainant who decided to withdraw a complaint may later request to reinstate it or refile it.

Counterclaims

Carlow University is obligated to ensure that the grievance process is not abused for retaliatory purposes. Carlow University permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Right to an Advisor

The parties may each have an Advisor²¹ of their choice present with them for all meetings and interviews within the resolution process if they so choose. The parties may select whoever they wish to serve as their Advisor if the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

Carlow University may permit parties to have more than one advisor upon special request to the Title IX Coordinator. The decision to grant this request is at the sole discretion of the Title IX Coordinator and will be granted equitably to all parties.

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 Carlow 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 Carlow University, the Advisor will be trained by Carlow University and be familiar with Carlow University's resolution process.

Parties also have the right to choose not to have an Advisor in the initial stages of the

resolution process, prior to a hearing.

Advisor's Role

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

Carlow 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, Carlow University is not obligated to provide an attorney.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

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Appendix A – Examples of Prohibited Behaviors

Behaviors falling under the Sex Discrimination policy can include, but are not limited to:

- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally; stalking; repetitive and menacing, pursuit, following, harassing, and/or interfering with the peace and/or safety of another.

Some examples of possible Sexual Harassment include:

- graphic commentary about an individual's body, sexual prowess, or sexual deficiencies
- leering; whistling; touching; pinching.
- assault.
- coerced sexual acts.
- suggestive, insulting, or obscene comments or gestures.

- displaying sexually suggestible objects or pictures.

Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person.

Examples of Quid Pro Quo harassment include:

- an attempt to coerce an unwilling person into a sexual relationship.
- to repeatedly subject a person to egregious, unwelcome sexual attention.
- to punish a refusal to comply with a sexual based request.
- to condition a benefit on submitting to sexual advances.
- sexual violence; intimate partner violence, stalking.
- gender-based bullying.

Some examples of abuse include, but not limited to:

Physical Abuse:

- hitting, grabbing, pushing, punching, pinning someone down attempting to strangle or choke,
- throwing objects and punching walls, threats of using physical force against you or loved ones.

Psychological and emotional abuse:

- isolating a person from family and friends (through monitoring whereabouts, causing rifts, using excessive jealousy),
- making a person feel bad about themselves, humiliating someone,
- gaslighting – changing the way someone thinks about themselves making someone feel guilty, constant criticism and put downs,
- controlling the way one dresses, who one sees and where one goes,
- threatening to take children away for leaving the relationship.

Economic and academic abuse:

- disrupting one's ability to go to work or school,
- making it difficult for one to succeed at work or school
- controlling finances

Sexual abuse:

- manipulating one to engage in sexual activity through guilt, lies, and pressure,
- forcing or intimidating someone to have sexual relations,
- tampering with contraception,
- making a person feel bad about themselves sexually and their sexual decisions.

Digital abuse:

Using of technology, such as smartphones, the internet, or social media to intimate, harass, threaten, or isolate a victim.

- Tracking where someone goes through their phones and social media posts,
- Spreading rumors over social media,
- Constantly attempting to contact you
- Derogatory comments to your posts.

Appendix B – Resources for those experiencing prohibited behaviors

[Warning Signs of Abuse](#)

[Filing a Protection From Abuse Order](#)

[Resources on Domestic Violence](#)

[R U Safe App Download \(Apple Store\)](#)

[R U Safe App Download \(Android\)](#)

[Love is Respect Safety Plan](#)

[Blackburn Women's Center](#)

[\(Greensburg\) The VOICE \(Cranberry\)](#)

*For help, support or more information,
Women’s Center and Shelter of Greater Pittsburgh [Website](#)
Call 24-hour hotline: 412-687-8005
Text: 413-744-4775
Chat: <https://www.wcspittsburgh.org/>

Student Conduct Review and Grievance Procedures – Title IX Process

NOTE: New Title IX regulations were provided in May 2020, becoming effective August 14, 2020. Given the extensive requirements under the newly revised Title IX regulations, the University is continuing to fine tune the presentation of the policy and procedures for receiving, addressing, and resolving disputes. Therefore, what follows will be expanded and organized more effectively from what is below, these being the minimum standards for procedural resolution that participants can expect.

For those incidents that are determined by the Title IX Coordinator to fall within the jurisdiction of the Title IX regulations, the following procedures will apply:

Grievance procedures will be consistent with new regulations and treat all parties [typically references as complainant, respondent, or witnesses] involved similarly, regardless of sex. Provisions made during the process will apply equally to complainant [alleged victim] and respondent [accused party].

Filing a Complaint

The University will promptly and equitably receive and review all formal Title IX complaints, as noted above. A formal complaint must be filed in writing and signed by a complainant to initiate a formal process. The Title IX Coordinator may also initiate a formal complaint, however in such cases they will not serve as the complainant.

Notice of Complaint

Both the complainant and respondent will receive written notice of the complaint and details regarding the steps to be followed by the University. Each will have the right to have an advisor of their choice present at all related meetings and to have ample time to prepare or those meetings.

Jurisdiction

Only incidents meeting the definitions of sexual harassment, including sexual assault, domestic violence, dating violence, and stalking, will be reviewed by this process. Further, incidents must have occurred in a program or activity for which the University has control and within the United States. Every formal complaint will be investigated thoroughly.

Dismissal

Those incidents not determined within the jurisdiction of Title IX will be dismissed. The complainant may also request dismissal in writing to the Title IX Coordinator. Any consideration for dismissal will consider the details of the original allegation, community health and safety, whether the respondent is a current student or employed, and whether circumstances permit the effective gathering of evidence [usually due to time elapsed between incident and report]. Notice of dismissal will be communicated to both parties and each party will have the opportunity to appeal dismissal decision.

Equitable Treatment

All parties will be treated equitably. If found responsible, remedies will be provided for the complainant. No disciplinary outcomes will be provided until the full process is completed. Remedies will seek to restore or preserve equal access to educational activity. Remedies may be punitive or disciplinary against the respondent when resulting from a finding of violation of the policy. Those presenting documented disabilities will receive appropriate accommodations.

Process Timeline

The review process will have reasonably prompt time frames to review, investigate, and resolve the complaint. Reasonable delays may occur for good reasons, though not criminal process, absence of party or witness, absence of party's advisor, or need to provide language assistance or accommodations for disabilities.

Investigation and Evaluation of Evidence

Evidence collected as efficiently and as thoroughly as possible. No evidence deemed privileged [such as legal counsel or health records] will be compelled to be provided. All

parties will have the opportunity to present evidence and witnesses. Evidence will be evaluated objectively based on the determined facts. No evidence will be assessed solely on the basis of a person's status as a complainant, respondent, or witness. Investigators will be trained and present no bias or conflict of interest. No presumption of a policy violation will be applied until the conduct review process, in its entirety, has been completed. Therefore, as required under Title IX regulations, the respondent will be presumed innocent pending investigation and full review.

Investigation Report

A full investigative report will be compiled, and all parties will be given ample [not less than 10 days] opportunity to review, supplement, and respond to evidence. All reports, in their entirety, will be provided to parties for review at least 10 days before any proceedings to determine responsibility for a policy violation. All evidence, including that obtained through a live hearing remains the property of the University.

Formal Hearings

Once completed, all investigations will be forwarded for a formal hearing. All parties will receive formal communication regarding the alleged policies being considered for violation, date, time, and details of the hearing. Hearings will be live, though adjustments will be made to permit participation without being present face-to-face. Hearing will be conducted by a Hearing Administrator for the purpose of facilitating the process and who will not serve as a decision-maker. Initial hearing decision-makers will be a panel of 3 staff drawn from a pool of candidates, pre-selected and affirmed to remove bias or conflict of interest. All evidence considered in the decision will be subject to cross examination for the purpose of challenge or clarification by the decision-maker and the parties' advisors. All questions of cross examination must be relevant and will be determined as such by the decision maker before being presented for response. If either party does not have an advisor of the purpose of cross examination the University will provide an advisor of their choice.

Neither party nor witnesses are required to participate in this process. All hearings will be documented through audio recording. No transcripts will be created or provided.

Standard of Evidence

The university uses the preponderance of the evidence (also known as "more likely than not") as a standard for evaluating the evidence of whether a violation occurred. The university never assumes a responding party is in violation of university policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources and apply a fundamentally fair approach to determining if a policy or policies have been violated.

Outcomes

Hearing outcomes will be communicated to both complainant and respondent in a timely manner, usually within 48 hours of the decision. Decision letters will include findings for all decisions considered, rationale, sanctions or remedies as applicable, and details regarding the right to appeal the decision, including the grounds for, how to submit, and deadlines for submission.

Appeals

Appeals will be reviewed by a separate decision-maker appointed by the Title IX Coordinator. Both parties will be permitted to submit a response prior to a determination. Once a decision is reached, both parties will be notified, and the decision is final.

Range of Remedies

The following range of remedies may be applied in the event a respondent is found responsible for a policy violation:

Education Program: (We could also include batterer intervention program as a possible sanction) Program determined by the decision-maker to be appropriate given the known circumstances of the finding, demeanor of the respondent, and any additional relevant details. **Reaction/Reflection/Research:** May be issued to students who have engaged in a policy violation as a way of fostering reflection and exploration in a way that will benefit their future decision making, or for students whose behavior indicated a need for education on a particular subject.

Review Relevant Article, Book, Workshop, Program or Movie and Reflection Paper: May be issued to students whose behavior violated University Policy as a way of fostering exploration of a topic followed by reflection on the topic and how it relates to them.

Program Development/Presentation: May be issued to students who may benefit from creating an opportunity for other members of the community to learn and reflect about the topic/issue related to the inappropriate behavior.

Community Service or Service-Learning Experience: May be issued to students whose behavior disrupted the community in some way.

Contract Review: Contract review is implemented when a student has either seriously breached a community standard or has repeatedly engaged in inappropriate behavior. This initiative is for a specified period with the understanding that any further breach of community standards, during the time specified, may result in an extension of the contract review or a termination of a student's housing contract.

Fine: Payment of a monetary amount as a sanction for the violation of the Student Code of Conduct.

Residence Hall Probation: A probationary status that is in effect during the life of the sanction. During the residence hall probation, a student may not serve as a resident assistant. The probation may be introduced in subsequent disciplinary proceedings that occur during the period the sanction is in effect. This sanction is imposed only for infractions of the Student Code of Conduct that occur in the residence halls.

Change of Room Assignment: Student is moved from one housing assignment to another. This may be a temporary or permanent change of assignment.

Residence Hall Suspension: Termination of housing privileges for a specified time period. While on Residence Hall Suspension, the student is not allowed to visit others or be in the residence hall for any reason. Students on Residence Hall Suspension lose attendance privileges to Residence Life activities. If the suspension is imposed during a term, no housing refund is given.

Residence Hall Dismissal: Permanent loss of all housing privileges from the residence hall. This includes suspension of attendance privileges to Residence Life activities. If the sanction is imposed during a term, no housing refund is given.

Restitution: Restitution refers to requiring a student to pay for damages or misappropriation of property. Restitution may be imposed separately or in addition to any other sanction. In the case of damage, destruction, defacement, theft, or unauthorized use of property, restitution to the University may be required through financial payment or community service. Failure to make restitution may lead to an additional sanction.

Restriction from University Representation: Restriction of participation or representation of the University in programs such as but not limited to study abroad, athletics, student groups, and campus work experiences.

Loss of Privilege: Loss of privilege refers to the withdrawal of the use of a service, participation in an activity, or other withdrawal of privileges consistent with the inappropriate behavior. Loss of privilege may be imposed separately or in addition to other sanctions. The loss of privilege will be in effect for a specified time period and any conditions that need to be met before the privilege is restored will be clearly documented.

Administrative Directive: Refers to a behavior, act, or obligation a student must fulfill or abide by for a specific time period. The Administrative Directive remains in effect until written documentation is provided to the student that his/her obligations are complete. An example of this may be requiring a student to not initiate contact with an individual or individuals in person, by telephone, electronically, through voicemail, in writing, by friends on his/her behalf, or by any other means.

Contract Termination: Refers to a student being separated from the University housing program by revoking a student's housing contract, either temporarily or permanently. Any conditions that must be met for a student to regain eligibility to live on campus must be made in writing at the time of the termination. A student whose contract is terminated due a policy violation shall not receive a refund of housing charges.

Disciplinary Probation: A student may be placed on disciplinary probation for a specific amount of time in conjunction with one or more other penalties for a given violation. Probationary status renders a student no longer in "good standing" disciplinarily, and not eligible to hold leadership roles at the University during the term of the probation. Disciplinary Probation may be combined with specific and stated restrictions on participation in University programs and services or other penalties as appropriate.

Suspension: A student may be placed on disciplinary suspension for a specific amount of time based on a serious violation of University policy. The suspension will specify a start and end date for the suspension. Students who are under Disciplinary Suspension will be involuntarily removed from University housing, all coursework, and any other personal interactions with the University. No refunds of housing fees, tuition, dining or other

expenses will be provided to students on Disciplinary Suspension.

Expulsion: Expulsion (sometimes referred to as Dismissal) is permanent separation from the University. Notice of student expulsion will indicate a specific date at which the expulsion is in effect. Students who are expelled are not eligible to participate in any University programs, coursework, or services. No refunds of housing fees, tuition, dining or other matters will be provided to students who are expelled from the University.

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Chapter 5: Student Code of Conduct Policies

Violation of City Ordinances, State, and Federal Laws

Students are expected to know, understand, and abide by city ordinances, state, and federal laws, on and off campus. Students found to have violated such ordinances or laws, on or off campus, may be subject to the conduct review process regardless of whether any legal action is taken by law enforcement officers or in the courts. Court action and penalties will not pre-determine the outcome of an internal University proceeding related to such violations. Further, University processes will be facilitated in a timely manner, consistent with articulated policy timelines, and may proceed irrespective of separate and slower civil or criminal processes.

Harassment or Discrimination Policy

In keeping with the values of the University, no employee, student, or other members of the University community should be subjected to discriminatory, intimidating, or derogatory language or actions, or physical abuse of any nature. All forms of harassment, including sexual harassment, are prohibited. The University will not tolerate retaliation for any good faith complaints of alleged harassment or discrimination or for cooperating in the investigation of such complaints.

Harassment and discrimination may take the form of language or actions which are unwelcome, pervasive, derogatory or intimidating and which denigrates or shows hostility or aversion toward an individual because of the individual's race, color, religion, sexual orientation, handicap or disability, sex, age, pregnancy, ancestry, national origin, place of birth, genetic information, gender identification, veteran's status, or any other category protected by federal, state or local law. Such conduct is unprofessional, unproductive, and often illegal.

Consequently, Carlow University prohibits all conduct of this nature whether such conduct violates any applicable laws. Examples of prohibited acts, if related to a person's protected status or when the conduct has the purpose or effect of substantially interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive atmosphere, include the following:

- Name calling or slurs
- Joking or teasing
- Negative stereotyping
- Threats or intimidation
- Hostile written or graphic material posted on or circulated on campus
- Physical contact

Hazing Policy

Comparable to the Harassment and Discrimination Policy above, and in keeping with our Mercy values of Hospitality and Sacredness of Creation, the University prohibits the practice of hazing. "Hazing" is defined as intentionally, knowingly, or recklessly coercing, forcing, or

subjecting a person to any of the following below, on or off campus, for the purposes of either admission to, continuing in, or enhancing membership with, a Carlow University organization (broadly defined to include any group at or affiliated with the University that consists of students, staff, faculty, or alumni, including fraternities or sororities).

For purposes of this policy, prohibited acts include, but are not limited to, violation of federal or state criminal law; forcing another person to consume any food, drink, alcoholic liquid, drug or other substance that subjects an individual to a risk of emotional or physical harm; engaging in or enduring brutality of a physical nature for purposes of inclusion in a group or organization including whipping, beating, branding, calisthenics or exposure to the elements; enduring brutality of a mental nature, including activity adversely affecting the mental health or dignity of an individual, sleep deprivation for purposes of inclusion in a group or organization, exclusion from social contact or conduct that could result in extreme embarrassment; engaging in or enduring brutality of a sexual nature for purposes of inclusion in a group or organization and engaging in any other activity that creates a reasonable likelihood of bodily injury to an individual.

Weapons, Firearms, and/or Propellant Devices

The possession, storing, carrying, or use of any weapon, ammunition, or explosive by any person is prohibited on all University property except by authorized law enforcement officers and other persons specifically authorized by the University. No person shall possess, carry, or use any fireworks on University property, except for those persons authorized by University and local governments to discharge such fireworks as part of a public display. Paintball guns and paintball markers may only be used on the property of the University in connection with authorized University activities and only at approved locations.

Specific Weapons, Firearms or Propellant Device Student Code of Conduct Violations may include:

- Propellant Weapons (Air, Paintball, Pellet, Slingshot)
- Knives, Guns and Other Firearms, Other Dangerous Weapons
- Dangerous Chemicals/Gases
- Ornamental weapons such as swords, throwing stars and similar items
- Objects used as a weapon during an altercation

Theft and Other Property Offenses

It is a violation of University policy to steal, vandalize, damage, destroy, or deface University property or the property of others.

Specific Theft and Property Offense Student Code of Conduct violations may include:

- Theft of Personal or University Property
- Possession of Lost, Stolen, or Misplaced Property
- Theft in Residence Hall

- Theft from Dining Hall of Food or Materials
- Damage or Creating a Condition Requiring Repair, Restoration or Cleanup
- Other Theft or Property Offenses

False Information Policy

Students may not intentionally provide false or misleading information to any person including other students, faculty, staff, or contract employees. Intentionally providing false or misleading information on records to the University or local authorities is also prohibited.

Specific False Information Student Code of Conduct violations may include:

- False or Misleading Records Submitted or to Verify Identity
- False or Misleading Statements
- False or Misleading Identification

Forgery or Alteration Policy

It is a policy violation for any student to make, use, or possess any falsified University document or official record; or to alter or forge any University document or record, including identification, meal, parking, or access cards. Forgery and alteration include but are not limited to signing another's name and/or ID number for any purpose including on key request forms, manufacturing IDs or tickets, altering permits, misuse of any University forms (including letterhead or stationery), and unauthorized duplication of University keys.

Fire Safety Policy

It is a violation of University policy for any student to tamper with fire or other safety equipment or set unauthorized fires. Candles, incense, smoking materials, unauthorized fireworks and any open flamed appliance shall not be used on University property without explicit permission from the Vice President for Student Affairs.

Specific Fire Safety Student Code of Conduct Violations may include:

- Creating a Condition that Endangers Health and Safety
- Tampering with Fire Safety Equipment
- Pulling False Fire Alarm
- Failure to Evacuate for Fire Drill
- Burning Candle/Incense
- Burning Candle/Incense Unattended
- Possession or Use of Fireworks
- Other Fire Safety Violation

Drug and Alcohol Policy

Carlow University is committed to promoting the health and well-being of all our students. As part of this commitment, Carlow complies with and upholds all federal, state, and local laws that regulate or prohibit the manufacture, possession, sale, use, abuse, or distribution of

alcohol or controlled substances. In compliance with the Drug Free Schools and Community Act, Carlow University has adopted the following policies to help create an environment that promotes and reinforces healthy living, respect for community standards, the responsibility of the individual within the wider community, and the intellectual, social, emotional, spiritual, ethical, and physical well-being of its community members.

Alcohol Possession, Use, and Distribution

The University prohibits the manufacture, possession, use, or dispensing of alcohol by students, residents, or guests in the University's residence halls, on campus property, or property operated by the University, regardless of age. Violations of such laws and/or University policies that come to the attention of University officials will be addressed through the Student Code of Conduct process. Campus processes are separate from civil and criminal processes, which also may be in effect, and will proceed on an appropriate timeline irrespective of other such processes. There may occasionally be University-sponsored events on or off campus at which alcohol service is permitted. These events are conducted in accordance with federal, state, and local laws and must be specifically approved by the President or an appropriate member of the President's Cabinet.

Controlled Substances Possession, Use, or Distribution

The University prohibits the manufacture, possession, use, or dispensing of controlled substances by students, residents, or guests in the University's residence halls, on campus property, or property operated by the University. Violations of such laws and/or University policies that come to the attention of University officials will be addressed through the Student Code of Conduct process. Campus processes are separate from civil and criminal processes, which also may be in effect, and will proceed on an appropriate timeline irrespective of other such processes. The presence of odor, paraphernalia or other indicators of possession or use of controlled substances found in residence hall rooms may give rise to a violation of this section, and persons in such residence hall rooms will be processed through the Student Conduct Review process and are expected to participate in follow up investigations and meetings.

Accountability and Responsibility

Alcoholic beverages or any other controlled substances found in a residence hall room shall be considered, in the absence of clear evidence to the contrary during the investigation, to belong to the assigned resident(s) of the room, and the Student Code of Conduct will apply appropriately. Alcoholic beverages or any other controlled substances which are brought to a residence hall room by a visitor or guest shall, in the absence of clear evidence to the contrary during the investigation, are considered to belong to the occupant(s) of the room who are present at the time of the infraction. Those present in a room where a policy violation has been confirmed will be processed through the Student Conduct Review process and are expected to participate in follow-up investigations and meetings. If it is determined that alcoholic beverages or any other controlled substance have been brought into the residence hall by a visitor or guest, that individual may no longer be permitted access to the residence halls, and their host may be held responsible for the appropriate policy violation, pending the

outcome of the conduct review process.

Parental/Guardian Notification

Federal law permits the University to notify a student's parents whenever the University determines that a student has violated the University's alcohol and drug policy. Please note that the policies and guidelines are applicable to the Carlow campus property, properties operated by the University, and to approved University activities off-campus.

Specific Alcohol and/or Drug Student Code of Conduct Violations may include:

- Unauthorized Possession and/or Use of Alcohol and/or Other Drugs
- Open Container of Alcohol in Unauthorized Area
- Possession of Kegs and Other Containers of Alcohol are prohibited on campus
- Supplying Alcohol to Minors
- Hosting Persons While in Possession and/or Use of Alcohol and/or Other Drugs
- Excessive Consumption of Alcohol
- Possession of Drug Paraphernalia or other materials or evidence which may indicate a violation

Sanctions: Drug and Alcohol Violations

The University's approach to sanctioning for drug and alcohol policy violations is to help the student examine her/his behavior and learn from the experience, to make more appropriate choices in the future. In terms of initial response, the Carlow University Police Department and/or Residence Life staff members will be summoned. If Campus Police are summoned, an internal citation will be issued; if Residence Life is involved, an incident report will be created, and in both cases, information gathered will be forwarded to the Office of Students Affairs for evaluation and adjudication. If the student resides on campus, he or she will meet with the Director of Residence Life or their designee. Outcomes for first-time or minors.

Offenses may include conduct warning, conduct probation, an alcohol or drug education program, residence hall probation, and parental notification. Outcomes for repeat or more significant offenses may include state citations such as disorderly conduct, public intoxication, and/or underage drinking, residence hall contract termination, an alcohol or drug education program, disciplinary probation or suspension, expulsion, and parental notification. Under Pennsylvania law, for a person under the age of 21, the penalty for the first offense of underage drinking includes suspension of driving privileges for 90 days (see 18 Pa. C.S.A. § 6310.4).

Commonwealth of Pennsylvania Sanctions

[Citations found in the Pennsylvania Crime Codes]

In addition to penalties that may be imposed by the University for violations of the Drug and Alcohol policy, there are separate penalties which the Commonwealth of Pennsylvania

may impose for the possession, sale or delivery of a controlled substance.

- a. The penalty for the sale or delivery, or possession with the intent to deliver, of a Schedule I or II drug, which is a narcotic, includes up to 15 years imprisonment and/or a \$250,000.00 fine. (Pennsylvania follows the federal schedule for classification of controlled substances).
- b. The penalty for the sale, delivery, or distribution of phencyclidines (PCP), methamphetamines, coca and its derivatives, and marijuana in excess of 1,000 pounds includes up to 10 years imprisonment and/or a \$100,000.00 fine. The penalty for the sale, delivery, or distribution of any other Schedule I, II, or III drug not listed above is up to five years imprisonment and/or a \$15,000.00 fine.
- c. The penalty for the sale, delivery, or distribution of any Schedule IV drug includes up to three years imprisonment and/or a \$10,000.00 fine.
- d. The penalty for the sale, delivery, or distribution of any Schedule V drug includes up to one-year imprisonment and/or a \$1,000.00 fine.
- e. Penalties for unauthorized possession of a controlled substance include up to one-year imprisonment and/or a \$5,000.00 fine for the first offense. Penalties for possession of a small amount of marijuana for personal use or with the intent to distribute but not to sell or the distribution of a small amount of marijuana but not sale include up to 30 days in prison and/or a fine not to exceed \$500.00.
- f. Penalties for the intentional purchase or knowing receipt in commerce by any person of any controlled substance, other drug or device from any person not authorized by law to sell, distribute, dispense or otherwise deal in such controlled substance, other drug or device include up to three years imprisonment and/or a fine not to exceed \$5,000.00.

Federal Sanctions

[Citations found in the Federal Register]

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

- First conviction: up to 1 year in prison, fine of \$1,000.00 to \$100,000.00, or both
- Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000.00 to \$250,000.00 fine, or both
- After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000.00 to \$250,000.00 fine, or both

Special federal sentencing provisions for possession of crack cocaine include mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000.00, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of federal licenses and benefits.

Personal Health and Other Risks Associated with Drugs and Alcohol

Users may have impaired judgment, balance, coordination and/or sight, which may lead to increased risk of accidents and injuries. For example, alcohol-related traffic accidents are the leading cause of death for teens. Other risks include, dependence, hallucinations, fatal overdose, blacking out or becoming unconscious, nausea, vomiting and even death by aspiration of vomit.

Over time, users may experience, long-term health risks, including, for example, increased blood pressure, increased risk of heart attack, interference with brain development, brain damage resulting in permanent psychosis, cancer of the mouth, esophagus or stomach, liver damage (cirrhosis, alcohol hepatitis, cancer), ulcers, pancreatitis, birth defects, testicular atrophy and breast enlargement (in males), increased risk of breast cancer (in females).

Prolonged, excessive drinking can shorten life span by ten to twelve years.

Resources for Substance Abuse Issues

Many resources are available both on and off campus for students struggling with substance abuse issues. For more information, please contact the University Health and Counseling Services at 412.578.6474.

Medical Amnesty

The University recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for student conduct action could act as a deterrent to students who want or need to seek assistance for themselves or others. The University emphasizes that anyone who is experiencing a health concern for themselves or other should seek emergency medical assistance immediately. Student safety and health of students is the overriding concern of the University.

When a student seeks emergency medical assistance for the purpose of aiding an intoxicated or impaired individual (including oneself), neither the intoxicated individual nor the individual reporting the emergency will be subject to formal student conduct action for violation of University policy relating to alcohol or drugs which led to the impairment. Students can expect that informal review and discussion about the incident will occur in support of the University's educational mission. The Medical Amnesty Policy does not apply to situations where other policy violations occur while a student is intoxicated, such as but not limited to, sexual

harassment, physical abuse, conduct which threatens safety, verbal or physical harassment, disorderly conduct, or property damage. Parental notification may be conducted as deemed appropriate and in consultation with individual students as part of the conduct review process.

Disorderly Conduct Policy

Carlow University students are expected to behave in ways that do not disrupt the learning or living environment at any time. Disorderly, disruptive, lewd, or indecent conduct is not permitted on campus or at University events.

Specific Disorderly Conduct Student Code of Conduct violations may include:

- Excessive Noise or Activities Deemed Disruptive to Another
- Mutual altercations in which students resort to verbally or physically abusive means to resolve conflict, dispute, or disagreement. This includes self-defense actions where a victim chooses not to disengage or responds disproportionately to the attack. It also includes mutually combat not approved by the University.
- Urination/Defecation in Public Locations, Campus Common Areas, or in Clear View of Another
- Throwing Objects, especially situations presenting the possibility of harm to another or property, whether intentional or unintentional.
- Inciting or participating in a group disruption or riot
- Failing to leave the scene of a group disruption when instructed by officials
- Disruption of programs, classroom activities, functions and/or University processes
- Creating unreasonable noise
- Creating a physically hazardous or physically offensive condition
- Wearing apparel, including masked, deemed by another to be lewd, indecent, or objectively offensive and not in keeping with University values, especially when directed toward another

Disruption of Operations

Disruption is defined as an action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services.

All students are obligated to assure their behavior does not obstruct or disrupt classes, research projects, or other activities or programs of the University; or obstruct access to University facilities, property, or programs.

Specific Disruption of Operations Student Code of Conduct violations may include:

- Misuse of Information Systems
- Disruption of Class, Programs, Services, Operations

Failure to Comply

Students are expected to comply with reasonable directives from University or other officials. Failure to provide identification or to report to an administrative office or, when reasonable cause exists, failing to leave an area when directed to do so by properly authorized persons, including police and/or other University staff, will constitute a violation.

This charge may be added to other charges, e.g., when a student fails to voluntarily leave a residence hall during a fire drill and refuses to leave when specifically directed to do so by a University official.

Specific Failure to Comply Student Code of Conduct violations may include:

- Failure to Provide Proper Identification
- Failure to Comply with Directive or Condition established by University official
- Failure to Comply with a reasonable request to meet with University officials
- Failure to Comply with Sanctions or Programs
- Attempt to Escape or Leave When Approached regarding an incident or concern by a University official

Unauthorized Entry or Use

Unauthorized entry into or use of University facilities including but not limited to computers, property operated by the University, residence halls, classrooms, offices, and other restricted facilities is a violation of policy. The University also has the right to control use and entry into facilities for reasons of safety, security, or protection of property. This includes opening and closing facilities at specified times or to respond to certain conditions. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities for an unauthorized purpose. The same concept applies to computer entry and use, including violation of any University computer policy.

Specific Unauthorized Entry or Use Student Code of Conduct violations may include:

- Unauthorized Entry into Buildings, Rooms, and other campus facilities or those operated by the University.
- Computer or Software Misuse, as specified in the University computer use policy

Political Activity Policy

Carlow University is a 501(c)(3) charitable organization and will not participate or intervene in political campaign activities in support of, or in opposition to, any candidate for public office.

Under IRS rules and regulations, the University is prohibited from the following activities:

- Endorsing candidates

- Making campaign contributions
- Engaging in fundraising
- Statements of position (verbal or written) made on behalf of the University in favor or in opposition to any candidates for public office.
- Making partisan comments in official University publications or at official functions.
- Engaging in candidate specific activities on campus or at University events which encourage voting for or against a candidate.
- Host a debate or forum showing for or against a certain candidate.

To this end, the University logos and name will not be used on any materials intended to support, or be in opposition to, a political campaign. This includes solicitation of funds and utilization of in-kind resources such as, but not limited to, University letterhead, phone lines, e-mail accounts, voicemail systems, duplication machines, computers, fax machines and direct mail and other materials.

Student Groups

The University will allow student groups to form and be recognized that support political perspectives and inform the voting process. Examples might be the College Republicans or College Democrats. Student groups exist for the purpose of contributing to the educational environment. At no time will a student group be authorized to speak on behalf of the University and the presence of such organization should not be construed as such. Rather, as with creating an open campus for dialogue we view these organizations, and student leadership thereof, as critical to our learning environment.

Any student or student group inviting a particular candidate to campus must gain approval from the University and will be responsible, jointly with the campaign or speaker, for all expenses associated with the use of University space for such candidate appearances. The ability to cover such expenses must be demonstrated prior to final approval for space usage.

Voter Registration on Campus

The University may wish to provide a forum for on-campus voter registration, either under its own auspices or under the sponsorship of other organizations. Allowing or conducting voter registration on campus does not constitute impermissible political campaign activities so long as the drive is conducted in a non-partisan and fair manner. The Federal Election Commission has provided guidance on how to conduct a non-partisan voter registration campaign. Its regulations require that either all candidates or no candidates be named, that all or no party affiliations be given, and all persons interested in registering be permitted to do so regardless of their party preference. The University should not give preferential treatment to groups seeking to conduct voter registration drives on campus. However, the University will expect that groups properly collect, protect personal information, and deliver forms in a timely manner to the proper authority for registration purposes.

Other Voter Education

Organizations on the University campus may wish to engage in other forms of voter education, such as the dissemination of voter guides and incumbent voting records. Both voter guides and voting records may be permissible forms of political activity if conducted in a nonpartisan manner. In general, voting records and responses to candidate questionnaires may be distributed if done so without editorial comment and if they cover a broad range of issues.

However, formats that specifically support a certain candidate or that cover only a narrow range of issues may constitute impermissible voter education activities.

Political Signs

The University generally allows political signs in personal offices and residence hall rooms if they are in good taste and not offensive. Signs may not be placed in common areas, on the outside of buildings, including facing out from office or classroom windows, or on the grounds. This is to avoid any suggestions that the University is endorsing a candidate. Individuals living in campus owned houses may not place signs on their lawns.

Solicitation

Generally, only recognized Carlow organizations may solicit funds on campus, and may only solicit in designated spaces and within established parameters. All fundraising activities must have prior approval by the Student Affairs office.

CHAPTER 6: Conduct Review Process

The Vice President for Student Affairs and Dean of Students is responsible for overseeing the University's Conduct Review Process. In most cases, as outlined below, the Assistant Dean of Students or designee is responsible for implementing this conduct process.

The purpose of the student conduct review process is to maintain the unfettered operation of the University, address behavioral issues that conflict with University expectations and values, and to deepen the developmental learning and growth of students. In general, the University's approach to student conduct review is educational and restorative in nature. Violations of this Code are handled whenever possible through dialogue with the individuals involved. Sanctions for offenses are developmental and intended to be learning experiences for the student. This process applies to all alleged code of conduct violations that DO NOT fall under Title IX definitions and jurisdiction, as deemed by the Title IX Coordinator. Procedures unique to Title IX jurisdiction cases of Sexual Harassment can be found in the Harassment, Discrimination, and Sexual Misconduct Policy located in Chapter 3.

Interim Action Policy

Carlow University seeks to provide a safe and healthy environment in which all students have the best possible opportunities to pursue their academic goals. At the sole judgment of Carlow University, students may be subject to interim action including but not limited to removal from the residence halls or suspension by the Vice President of Student Affairs and Dean of Students or his/her designee pending the outcome of a conduct review process.

Student conduct that may prompt such interim action includes but is not limited to:

- Students whose behavior makes them unable to function effectively in the residence halls or elsewhere on the University campus without harming themselves or others.
- Students whose presence during the conduct review process is disruptive to the University.
- Students whose behavior makes them unable to function effectively in the residence halls or the University community without disrupting the educational pursuits of others; or
- Students who fail to respond to a reasonable request of a University official or designee.
- Students deemed to present a threat to themselves or others.

A University official may require a student to obtain an assessment or evaluation from an external health provider before returning to classes or the residence halls. Such decisions will be made on an individual basis, after reviewing all aspects of the situation and in most cases in consultation with the student. An interim suspension cannot be imposed for more than three business days without conduct and/or evaluation timelines established for the student to

follow toward possible reinstatement. Conduct processes within the control of the University can be expedited where possible to minimize the time that a student will face interim suspension without a resolution.

Making a Report About a Violation of the Code of Conduct

Any member of the University community may submit a written statement alleging that a student(s) or student organization has violated the policies and procedures of the University. Such statements should be submitted to the Assistant Dean of Students or Student Affairs office. Matters that involve possible violations of the law should be reported to the Campus Police and the Vice President for Student Affairs.

All reported matters will be reviewed and appropriately processed through the conduct review process. The Assistant Dean of Students or his/her designee shall initiate a review of the facts and gather information pertaining to the incident. As part of this review, the Assistant Dean or designee may meet with the person(s) involved as well as with other appropriate members of the Carlow community.

Once the facts have been compiled to the extent possible, the Assistant Dean or designee [hereafter known as administrator] will determine whether a policy violation has occurred. If the investigation determines the facts do not support a preponderance of evidence that a policy was violated, the case will be closed.

Investigations that determine the preponderance of evidence demonstrates a policy(ies) violation(s) did occur, one or more of the following actions will take place:

- The results of the investigation will be reviewed with the respondent(s)
- The respondent will be offered the opportunity to accept or challenge responsibility. If the respondent accepts responsibility for alleged violations of the Student Code of Conduct, the administrator will typically propose and work with the complainant(s) to determine an appropriate sanction. Once complete, the administrator will confirm the outcome and sanction completion deadlines in writing.
- If the respondent denies responsibility for alleged violations of the Student Code of Conduct or desires that the matter be reviewed through an independent conduct review, the process will be referred to the Student Conduct Review Board.

If the alleged violations of the Student Code of Conduct are repeat violations for a student, or if the administrator feels it to be in the best interest of the complainant, the process may be referred to the Student Conduct Review Board. If the alleged violation(s) are those that may result in a suspension or dismissal from the University, the process may be referred to the Student Conduct Review Board.

Students who do not wish to resolve their conduct process by meeting with the Assistant Dean or designee may ask for a full review by a Student Conduct Board. The Student Conduct Review administrator has the discretion to grant such a review in any case they deem appropriate.

Students are required to respond to all reasonable requests made by University officials facilitating the Conduct Review process and may be subject to disciplinary action if they fail to do so. While students are expected to participate in the Student Conduct Review process when asked to do so, if a student does not participate, the process will continue, and decisions will be made without his or her input.

Student Conduct Review Board

A Student Conduct Review Board will include one faculty member, one staff member, and one additional faculty/staff member, with a designated chairperson. Board members are drawn from a pool of individuals trained in advance. The composition of the Board will change from case to case.

Board members listen to all the facts of a case, including any information presented by the complainant(s) and respondent(s), and render two decisions:

- Whether a respondent(s) is responsible for any violation(s) of this code
- If the student is found responsible, what consequences or sanctions to impose

Students will be notified in writing of the date, time, and location of a Conduct Review Board hearing at least five (5) days in advance. Written notification will include clarification of alleged policy violations and investigation materials that will be reviewed during the process. All Conduct Review Board proceedings will be audiotaped. Transcripts will not be created.

For Student Code of Conduct matters that happen, at the beginning of the semester, end of the semester, or during University breaks, the Vice President for Student Affairs or designee will decide regarding whether a case may be held over until the University is back in session. If determined that such a matter requires an immediate hearing, the conduct review administrator has the authority to identify designees from the faculty or staff to serve as hearing officers to hear the case. That Hearing Officer or Conduct Review Board shall determine whether the student(s) is responsible for the violation and decide regarding the outcome

Advisors for Students in the Conduct System

Students may bring an advisor of their choice to all Conduct Review process meetings. The role of the advisor is to support and advise the student. Advisors are not direct participants in the process and should not expect to participate, their role being to provide non-disruptive support and observation. Administrative staff will review the advisor role with those present. In the event an advisor chooses to act outside the scope of their defined role, proceedings will be stopped so that operational decorum can be restored. The University will work with students who wish to have an advisor but who are unable to identify one upon request.

Information Sharing and Questioning of Witnesses Review with ATIXA model

Any student participant shall have the opportunity to review information that is given to members of the Conduct Review Board, and to question any witnesses who appear before the Board, or to request witnesses to appear on their behalf.

The student shall have the opportunity to speak freely to the Board and share information they consider relevant to the Board's proceedings.

Students shall be notified in writing of the results of all Conduct Board proceedings within 2 business days of the Board's conclusions.

Appeal Process Review

An appeal of a Conduct Review decision is generally submitted to the structural supervisor of the person/Board making the original decision. For example, decisions made by the Assistant Dean of Students or a Student Conduct Review Board may be appealed to the Vice President for Student Affairs and Dean of Students. All conduct letters will contain appeal information and the appropriate person to whom the appeal should be submitted.

Students who wish to appeal the outcomes of a conduct review decision must do so in writing within five (5) business days.

Appeals may be submitted for the following three reasons:

- A student believes that University policy and processes were not correctly followed in a manner significant enough to deny a fundamentally fair hearing.
- New and different information not previously considered through the conduct review process has come to light since the conduct review process
- The sanction is inappropriately severe or inconsistent with the specific violation.

Disliking or disagreeing with a consequence or sanction is not sufficient grounds for an appeal.

The Vice President of Student Affairs or designee will review the matter with all prior documentation and may choose to meet with the student(s) involved. Outcomes of an appeal review may result in an affirmation of the original decision, a remand of the decision back to the original VP of Student Affairs or designee for consideration of new evidence, or an adjustment to the original outcome decision. In most cases, the appeal proceedings will not result in a new hearing. All decisions made by an appeal VP of Student Affairs or designee are final. Outcomes of appeals decisions will be communicated in writing to the student(s) within ten (10) business days of receipt of the appeal.

Sanctions for Violations of Student Policies

A violation of the policies and procedures of the University may result in disciplinary action up to and including suspension or expulsion from the University. The University will impose

sanctions that are appropriate to the situation, and when possible will include educational learning outcomes designed to reduce or eliminate the likelihood of a future violation. Previous violations will be considered if relevant to the current violation or in any determination of the level of sanction to be imposed.

All student conduct review records are documented and filed in the Office of Student Affairs and are kept for seven (7) years. Incidents involving violence or threat of violence to self or others are kept indefinitely.

The list below includes, but is not limited to, a list of sanctions that may be used by University officials for violations of Student Code of Conduct Policies by individuals, groups, or organizations.

This list should not be considered exhaustive, as circumstances vary from case to case, and the University reserves the right to impose additional sanctions, to issue more than one sanction for a particular violation, or to deliver sanctions that are unique to and appropriate for the violation in question to realize learning outcomes.

First and less severe violations typically result in lesser sanctions, while severe and repeat offenses may result in more significant sanctions up to and including suspension or expulsion from the University. In all instances, individual circumstances are used by University conduct personnel in determining specific learning outcomes and sanctions.

Possible sanctions include but are not limited to:

Alcohol Education Programs: May be issued to students who were involved in alcohol-related violations of University policy.

Apology Letter: May be issued to students whose behavior had a negative impact on an individual or business more so than the community at large (i.e., theft).

Drug Education Program: May be issued to students who were involved in drug-related violations of University Policy.

Reaction/Reflection/Research: May be issued to students who have engaged in a policy violation as a way of fostering reflection and exploration in a way that will benefit their future decision making, or for students whose behavior indicated a need for education on a particular subject.

Review Relevant Article, Book, Workshop, Program or Movie and Reflection Paper: May be issued to students whose behavior violated University Policy as a way of fostering exploration of a topic followed by reflection on the topic and how it relates to them.

Program Development/Presentation: May be issued to students who may benefit from creating an opportunity for other members of the community to learn and reflect about the topic/issue related to the inappropriate behavior.

Newsletter/Bulletin Board: May be issued to students to reflect on the behavior and share with others how the behavior adversely impacts a living environment.

Community Service Projects: A community service project consists of assignments or tasks to be carried out for a specified time. Examples include working with the housing or facilities staff, meeting with University Police.

Community Service or Service-Learning Experience: May be issued to students whose behavior disrupted the community in some way.

Verbal Warning: A verbal acknowledgement that community standards and/or expectations have been disregarded. This is the lowest level of administrative sanction and may or may not accompany an educational sanction.

Letter of Concern: A written acknowledgement that community standards and/or expectations have been disregarded. This sanction may be issued when a student disregards a more serious community standard, contract term condition, University policy, or participates in repeated inappropriate behavior.

Contract Review: Contract review is implemented when a student has either seriously breached a community standard or has repeatedly engaged in inappropriate behavior. This initiative is for a specified period with the understanding that any further breach of community standards, during the time specified, may result in an extension of the contract review or a termination of a student's housing contract.

Fine: Payment of a monetary amount as a sanction for the violation of the Student Code of Conduct.

Residence Hall Probation: A probationary status that is in effect during the life of the sanction. During the residence hall probation, a student may not serve as a resident assistant. The probation may be introduced in subsequent disciplinary proceedings that occur during the period the sanction is in effect. This sanction is imposed only for infractions of the Student Code of Conduct that occur in the residence halls.

Change of Room Assignment: Student is moved from one housing assignment to another. This may be a temporary or permanent change of assignment.

Residence Hall Suspension: Termination of housing privileges for a specified time period. While on Residence Hall Suspension, the student is not allowed to visit others or be in the residence hall for any reason. Students on Residence Hall Suspension lose attendance privileges to Residence Life activities. If the suspension is imposed during a term, no housing refund is given.

Residence Hall Dismissal: Permanent loss of all housing privileges from the residence hall. This includes suspension of attendance privileges to Residence Life activities. If the sanction is imposed during a term, no housing refund is given.

Restitution: Restitution refers to requiring a student to pay for damages or misappropriation of property. Restitution may be imposed separately or in addition to any other sanction. In the case of damage, destruction, defacement, theft, or unauthorized use of property, restitution to the University may be required through financial payment or community service. Failure to make restitution may lead to an additional sanction.

Loss of Privilege: Loss of privilege refers to the withdrawal of the use of a service, participation in an activity, or other withdrawal of privileges consistent with the inappropriate behavior. Loss of privilege may be imposed separately or in addition to other sanctions. The loss of privilege will be in effect for a specified period and any conditions that

need to be met before the privilege is restored will be clearly documented.

Administrative Directive: Refers to a behavior, act, or obligation a student must fulfill or abide by for a specific time. The Administrative Directive remains in effect until written documentation is provided to the student that his/her obligations are complete. An example of this may be requiring a student to not initiate contact with an individual or individuals in person, by telephone, electronically, through voicemail, in writing, by friends on his/her behalf, or by any other means.

Contract Termination: Refers to a student being separated from the University housing program by revoking a student's housing contract, either temporarily or permanently. Any conditions that must be met for a student to regain eligibility to live on campus must be made in writing at the time of the termination. A student whose contract is terminated due to a policy violation shall not receive a refund of housing charges.

Disciplinary Probation: A student may be placed on disciplinary probation for a specific amount of time in conjunction with one or more other penalties for a given violation. Probationary status renders a student no longer in "good standing" disciplinarily, and not eligible to hold leadership roles at the University during the term of the probation. Disciplinary Probation may be combined with specific and stated restrictions on participation in University programs and services or other penalties as appropriate.

Disciplinary Suspension: A student may be placed on disciplinary suspension for a specific amount of time based on a serious violation of University policy. The suspension will specify a start and end date for the suspension. Students who are under Disciplinary Suspension will be involuntarily removed from University housing, all coursework, and any other personal interactions with the University. No refunds of housing fees, tuition, dining or other expenses will be provided to students on Disciplinary Suspension. Students on Disciplinary Suspension are ineligible to be on campus and may be arrested for trespassing if found on campus during the suspension period. A student may request to come to campus to attend to financial matters, to retrieve his/her belongings, to seek advising, or to consult with specified University Staff only with express permission from the Vice President for Student Affairs and for a specific time and duration.

Expulsion: Expulsion (sometimes referred to as Dismissal) is permanent separation from the University. Notice of student expulsion will indicate a specific date at which the expulsion is in effect and will provide the student with specific information about how to collect his/her personal effects from campus and at what date/time. Students who are expelled will be involuntarily removed from University Housing, all coursework, and any other personal interactions with the University. Expelled students will be considered trespassers on University property unless specific permission to be on University property is granted by the Vice President for Student Affairs. Students who are expelled are not eligible to participate in any University programs, coursework, or services. No refunds of housing fees, tuition, dining, or other matters will be provided to students who are expelled from the University.

Chapter 7: Residence Hall Policies and Procedures

The impact of the COVID-19 policy must be considered on the policies and procedures in this chapter. Where a conflict between the policies exist, the COVID-19 policy controls.

Housing for Carlow University students is in Dougherty and Frances Warde Halls. The residence halls are staffed by the professional Student Affairs and Residence Life staff, graduate assistants, and undergraduate resident assistants (RAs). Collectively, they are responsible for supporting the personal, developmental, and group needs of resident students and for providing a safe living-learning experience. RAs live with the students on the floors. They help to manage the residence hall, communicate important information to residents, counsel and/or refer students with challenges, support residents' growth and development, help students adjust to a group-living environment and maintain an atmosphere conducive to learning. They are also responsible for addressing and documenting code of conduct violations.

All Carlow University resident students share responsibility for the living-learning environment in the residence halls. The following policies and procedures exist to help residents be comfortable, safe, and academically successful. Policies in the residence halls are continually reviewed and revised to support the best possible environment. The Director of Residence Life, with guidance from the Assistant Dean of Student Affairs and Vice President for Student Affairs has the authority to create, communicate, and implement new residence hall policies to meet unforeseen circumstances. Should new policies be required once the academic year begins, students will receive appropriate notification, within a timeline fitting of the circumstances leading to the policy change, prior to the new policy implementation.

Air Conditioners

Each room in the residence hall is equipped with an air conditioner. The unit is installed and maintained by the University's Facilities Department. Resident students are not permitted to install personal air conditioning units.

Animals

No animals or pets, including laboratory specimens, are permitted in the residence hall, except for fish in an aquarium not to exceed 20 gallons. During extended breaks/ vacations, residents are not required to unplug the aquarium. Students who have a qualified, documented disability that necessitates a trained Service Animal, or who make a request for another type of assistance animal should review and follow the policy on the Disability Services Website at http://www.carlow.edu/Disabilities_Services.aspx. No assistance animals will be permitted for students on the Carlow University campus without proper documentation and approval from the Disability Services Office. Complete a confidential request form to indicate your request for suggested accommodations at bit.ly/2MM6uS5.

Bicycles

Personal bicycles must be stored in student rooms. They may not be kept in lounges, stairwells,

or halls. By parking your bicycle at Carlow, you agree to abide by the following expectations:

- Bicycles must always be appropriately secured
- Bicycle racks are available for student use behind A. J. Palumbo and in front of Dougherty Hall. Bicycles are not allowed to be parked in campus common areas, against railings, against trees, poles, pipes, trash cans or any other fixed object. You are responsible for locking your own bicycle.
- If your bicycle is improperly parked, or if for any reason the University needs to move your bicycle, the police will remove the lock and impound the bicycle. The University reserves the right to remove any bicycle that is not properly stored at the owner's risk.
- The University assumes no responsibility for bicycles parked on the Carlow University campus.

Children in the Residence Hall

Residents may not perform babysitting services within the residence halls, including for members of their own families. Children under age five are not permitted in the Residence Hall. No children under 13 years of age not enrolled at the University may stay overnight in the Residence Hall. Please refer to the Children on Campus policy for more information.

Climbing and Scaling Walls

Climbing, scaling, or rappelling from residence hall internal or external walls or roofs is prohibited.

Clothing and Footwear in Public Areas

Hallways of the residence halls are considered common (public) areas, and students are expected to dress appropriately when outside their rooms. It is recommended that, at minimum, a bathrobe and footwear be worn in lounges, laundry rooms, elevators, halls, and stairwells of the residence hall.

For health and safety reasons, footwear must be worn in all lobbies, lounges, and public areas. Footwear must also be worn during a fire or other evacuation emergency.

Cohabitation

Residence hall rooms are designated for use by the student who has a signed contract. Under no circumstances may anyone other than assigned residential students live together in an assigned University residence hall room.

Common Areas

There are laundry rooms and bathroom facilities on each wing of the residence hall. Lewd, indecent, or disruptive behavior in common area spaces is prohibited. All university policies apply to common areas.

Each residence hall wing has a common bath with several sinks, toilets, and showers. The shower stalls are single occupancy only. Under no circumstances may two or more people be in the shower together. Members of the opposite sex are not permitted in the common area floor restrooms.

Damage Assessment Fees

Students are responsible for any damage that may occur in their room and will be billed for assessed damage. University officials, including RAs, may enter a room for the health, safety, or welfare of students, the performance of maintenance checks or duties, or the enforcement of University regulations.

Damage to University Property

Damage or theft of University property occurring in common areas is the joint responsibility of the occupants sharing the facilities. Occupants will be billed for damage or theft. Damage or theft of the University materials from the lounges, study rooms, bathrooms, and other similar common areas located in the living areas of the residence hall, will be billed to students living in that area. Misuse or abuse of facilities (i.e. TV lounges, study lounges, hallways, laundry rooms, elevators, etc.) may result in damage charges and/or result in restriction of its use.

Deposits

Returning students make a deposit during the spring semester to hold a space for the next fall.

This amount is credited to the cost of the student's next semester housing charge. Further information regarding student financial obligations regarding housing can be found in the Housing Contract.

Electrical Appliances

The safe and proper operation and maintenance of electrical or electronic appliances are the responsibility of the student. The following guidelines apply:

- Only one television per resident is permitted.
- Students may not connect a TV, stereo, or other device to the cable of the TV in the TV lounge. Each room is supplied with a microwave and refrigerator by the University. Students are not permitted to bring additional microwaves or refrigerators into the residence hall.
- All electrical appliances must be kept in good working condition and are subject to inspection by University employees, including RAs. The University also reserves the right to confiscate unauthorized electrical appliances. Confiscated materials will be returned to students on their next trip to their permanent residence.

The following electrical appliances are permitted in the residence halls:

- Irons (permitted only in laundry rooms)

- Televisions/DVD players/other small electronics
- Personal computers/printer
- Personal care appliances such as hair dryers, curling irons, hair straighteners are permitted but must always be unplugged when not in use.
 - A silicone cover or cooling rack for such appliances is recommended.
 - Special caution should be used when using aerosol products with hair appliances, since they can easily trigger the fire alarms. A student who repeatedly sets off a fire alarm by using aerosol products or hair appliances may be assessed for the cost.
- Personal appliances necessary to enhance access for students with disabilities will be addressed on a case-by-case basis in collaboration with the Disabilities Services Office.

Residents are not permitted to use the following appliances:

- Electric mattress pads or electric blankets
- Electric potpourri pots
- Kerosene or electrical heaters
- Appliances with an open or exposed heating element, such as hotplates
- Appliances that produce grease
- Octopus-type electric plugs
- Air conditioners
- Sun or halogen lamps
- Toasters and toaster ovens

Fire Prevention

To reduce the chance of fire in our residence halls the following regulations are in place:

- Electric circuits should not be overloaded. It is recommended that students use surge protectors for electronic equipment, as the University does not assume responsibility for damage.
- One three-way extension per two-plug outlet is the maximum allowed.
- All electrical appliances must be kept in good working condition and are subject to inspection by University officials.
- Metal wastebaskets are recommended in student rooms.
- The burning of candles, incense, and any other item using an open flame in the residence hall is strictly prohibited.

Floor and Hall Meetings

Safety, security, and other important topics are discussed at floor and hall meetings. Residents are required to attend and are responsible for the information disseminated at all meetings. A resident who has a schedule conflict with a floor or hall meeting should inform the RA and

arrange time with the RA individually

Hall Sports

Sporting activities are not permitted in the residence hall. This includes dribbling balls, rollerblading, Frisbee throwing, and other similar recreational activity. Exercise equipment (i.e., stationary bikes, treadmill) is permitted in individual student rooms only with the agreement of the roommate(s) and with the approval of Residence Life/Student Affairs. Any damage resulting from such behavior, intended or otherwise, will be the responsibility of the involved student.

Insurance Responsibility and Personal Property Liability

The University assumes no legal responsibility for the loss of or damage to personal property due to insufficient or excessive heat, fire, smoke, water, the elements, or action of third persons. Residents are encouraged to review homeowner's policies and/or purchase renter's insurance protection for their personal belongings.

Keys

Each student will be issued a room key when they move into the residence hall. If the key is lost, it must be reported immediately for all residents' safety. Students should check with campus life, campus police, or the Frances Warde Hall emergency dispatcher if keys are lost. A replacement charge of \$50 will be assessed to re-key the lock.

Laundry Rooms

Laundry rooms are located on each floor section. These areas should be kept clean and neat. Please be considerate of others waiting to do their laundry. If students notice that a washer or dryer is not working properly; they are encouraged to call National Apartment Laundries to report the problem. National Apartment Laundries can be reached by calling 412.361.2222.

Lofts and Beds

Beds cannot be disassembled or altered in any way. Mattresses cannot be kept on the floor and beds cannot be bunked together. Waterbeds are prohibited. All furniture present in residence hall rooms upon check-in must always remain in the room, and there is no storage provided for unwanted furniture. Students will be charged for missing or damaged furniture at the time of move-out. If a disability requires a furniture alteration, an accommodation must be requested through the Disabilities Services Office.

Mail Service

All resident students are assigned a mailbox. All mail should be addressed as follows:

Student Name
Carlow University 3333 Fifth Avenue
Pittsburgh, PA 15213

Note: Tampering with mail may result in disciplinary action, termination of the residence

hall contract, and/or charges issued through the campus police department.

Parking

Due to limited on campus parking, residence hall students cannot purchase a permit to park on campus. Exceptions to this policy must be approved by the Chief of Police. Please consult the residence hall staff for information about bus passes, schedules, shuttle service, and other alternatives. Visitors to the residence hall must get a temporary parking permit from the police dispatcher office located at the entrance to Frances Warde Hall before parking their vehicle in Lot C. Visitors must obey all the rules and restrictions concerning parking or be subject to fines and/or towing.

Repairs

When a room or other area of the residence hall needs to be repaired, requests for such work should be made through the RA or Office of Student Affairs, or in the event of an emergency, to the front desk at 412-578-6007. University personnel and contractors can be found in the building at all hours of the day for repairs and the checking of complaints or concerns. The facilities department receives all work orders.

Registered Status

Only full-time undergraduate students (12 credits or above) may reside in the residence halls. If a student needs to drop below 12 credits during the semester, they may appeal to the Director of Residence Life for permission to remain in the room. Such permissions are considered on a case-by-case basis and are not automatic.

Residence Hall Safety

Within the residence hall, all safety, medical, and/or security emergencies should be directed to 412.578.6007. There is an emergency dispatcher on duty 24 hours per day who can quickly contact campus police, paramedics, and/or the fire department. The dispatcher can provide emergency personnel with detailed directions to facilitate emergency assistance.

Residence Hall Security

A Carlow ID card must always be used to obtain access to the residence halls. The main entrance to Frances Warde Hall is monitored by Police personnel 24 hours a day. In addition, this area is secured via a public surveillance system. An elevator card access system is in place for security reasons. There is a replacement fee of \$15 for lost or stolen cards.

The ground floor door to the residence hall is always locked. A Carlow ID card must be used to obtain access between the hours of 6 a.m. to 9 p.m. After 9 p.m. all students must enter the building by the front door, third floor entrance. Anyone caught propping the door, allowing other students or non-residents access, or entering through that door after 9 p.m. will be subject to Student Conduct procedures and consequences.

Room Assignments and Lottery

All resident students are required to have a roommate or pay additional charges for a single room when available. Typically, first year students are not granted singles. Housing and

roommate assignments are made during the summer months for new residential students. The room lottery, held in the spring of each year, is for students returning to the residence hall to reserve a room.

Room Inspection

Announced or unannounced room inspections may be made throughout the year. Tampering with any residence hall door to hinder entry/exit is strictly prohibited and will result in a charge for any resulting damage and/or disciplinary action. Students' rooms should be kept clean to preclude health hazards.

Room Vacancies

The staff in Student Affairs and Residence Life reserves the right to consolidate students as vacancies occur. Students who unexpectedly have a vacancy when a roommate leaves housing are required to accept a new roommate as assigned by Residence Life.

Screens/Windows/Signs-

Window screens are not to be removed. No objects (including liquids) may be thrown or dropped from windows. Students may not post materials or displays that are outward facing or in view from common locations, including but not limited to political statements or candid posters.

Storage

All personal belongings must be removed from students' rooms at the end of the academic year. No items may be left in storage in rooms previously occupied, nor in rooms assigned for the next academic year. Students may only keep personal belongings in one residence hall room, even if they reside in the residence hall during the summer months. The University assumes no responsibility for personal belongings left in the residence hall after the assigned move out date.

Study Rooms

Study rooms are available throughout the residence hall, and may be used on a first come, first served basis.

Vacation Periods

The residence halls are closed for designated holiday breaks (Thanksgiving, Christmas, and Spring Break). Students are expected to make travel arrangements in advance, so they are prepared to leave at the appropriate time. A written request to Residence Life must be made by those needing to remain past the hall closing time due to special circumstances, but students should not expect to remain in the residence halls during breaks. All campus facilities are closed during breaks.

Visitation Policy and Procedures

To ensure that visitors to the residence hall do not compromise the safety or privacy of resident students, all students shall have the privilege of visitation in accordance with the general

policies of the residence hall. Dispatchers, Campus Police, and RAs are responsible for supervising visitation in the residence hall. Guest visitation is permitted as follows:

Compliance with the visitation policy is required of all students. Those who demonstrate an unwillingness to comply will be subject to visitation violation warnings, citations, or have visitation privileges revoked, based on the severity of the incident. Visitation violations are issued by RAs and followed up by a member of the Residence Life staff.

Visitors to the residence hall must get a temporary parking permit from the dispatcher before parking their vehicles in campus parking lots. Visitors must obey all the rules and restrictions concerning parking on campus or be subject to fines and/or towing.

Remember, guests in the residence hall are the resident's responsibility. Guests are not permitted to disrupt the living arrangements and/or privacy of the floor or its residents.

Quiet and Courtesy Hours

Courtesy hours are always in effect. To ensure that students have the opportunity for quiet time for study and relaxation in the residence hall, quiet hours of 10:00 p.m. – 10:00 a.m. on weeknights (Sunday – Thursday) and 12:00 a.m. – 10:00 a.m. on weekends (Friday and Saturday) are posted throughout the building. Twenty-four-hour quiet hours are in effect during final exam week.

Additionally:

- Residents of each floor, under the leadership of the RA, may plan a mutually agreeable system for additional quiet hours. These hours are to be posted on each floor.
- The fourth floor is designated as the Quiet Floor and its occupants will develop additional expectations regarding noise at the beginning of the fall semester.
- All residents have the responsibility of maintaining quiet and courtesy hours. RAs will address any violations they encounter, and violators of quiet or courtesy hours may be subject to conduct procedures.
- Any noise (music, TV, etc.) during quiet hours that can be heard in the hall from more than two doors down the hallways is too loud. Students who wish to listen to loud music must use headphones.
- No phone conversations are permitted in the hallway during quiet hours.

University Furniture

All University furniture must remain in the room unless permission to remove it is granted by a member of the Office of Residence Life. Lounge and other university furniture not designated to student rooms are not allowed in residence rooms.