



***Student***

***Handbook***

---

***2009-2010 Academic Year***

## *Department Directory ~ 2009-2010 Academic Year*

Academic Affairs .....	610-796-8340
Athletics and Recreation .....	610-796-8276
Billing (Student).....	610-796-8319
Bookstore .....	610-796-8250
Campus Activities Board .....	610-796-8341
Campus Ministry.....	610-796-8234
Career Services .....	610-796-8225
Community Standards.....	610-796-8286
Event Management .....	610-796-8210
Financial Planning (Student Aid).....	610-796-8356
Graduate & Continuing Education.....	610-796-8228
Health and Wellness Center.....	610-568-1467
Information Desk (Veronica Hall).....	610-796-8251
Information Technology .....	610-796-8411
Learning Center .....	610-796-8423 or 610-568-1494
Library.....	610-796-8223
Mission.....	610-796-5509
Multi-Cultural Initiatives .....	610-796-8256
Physical Education Center .....	610-796-8276
Provost .....	610-796-8340
Public Safety .....	610-796-8350
Registrar .....	610-796-8201
Residence Life .....	610-796-8320
Student Activities.....	610-796-8408
Student Government Association .....	610-796-8341
Student Success & First Year Experience .....	610-796-8263
University Life & Student Learning Experiences.....	610-796-8211

## TABLE OF CONTENTS

Mission, Values and Vision .....	5
The University Mission Statement .....	5
Core Franciscan Values.....	5
Core Franciscan Vision .....	5
Academic Procedures.....	6
Academic Calendar .....	6
Academic Grievance Procedures.....	6
Academic Honesty .....	8
Academic Probation/Dismissal .....	9
Academic Responsibility .....	9
Add/Drop Period.....	9
Attendance .....	9
Course Catalog.....	10
Delaying a Class.....	10
Grading .....	10
Graduation Application .....	10
Registration .....	10
Withdrawal (Non-Medical).....	11
University Procedures.....	12
American with Disabilities (ADA).....	12
Campus Crime Statistics .....	12
Closing/Severe Weather.....	12
E2Campus .....	13
Family Educational Rights and Privacy Act.....	13
Food/Meal Service .....	14
Grounds and Facilities Access .....	14
Health and Counseling Procedures.....	14
Identification Card (ID).....	15
Involuntary Medical Leave .....	16
Medical Leave and Withdrawal .....	16
Missing Students .....	19
Reporting an Incident.....	19
Sexual Assault Victim’s Rights.....	19
Student Records .....	20
Title IX.....	21
Voluntary Medical Leave.....	21
Student Life .....	22
Activities Calendar.....	22
Campus Ministry.....	22
Community Service.....	22
Community Standards.....	22
Counseling Center.....	22
Health and Wellness Center .....	23
Multi-Cultural Initiatives .....	23
Residence Life .....	23
Sexual Assault Counseling and Education .....	23
Student Activities and Student Clubs and Organizations .....	24
Residence Life and Housing .....	25
Living on Campus .....	25
Resident Bill of Rights .....	25
Residence Housing.....	26
Residence Life .....	26
Service for Residents .....	27
Safety and Security .....	28
Residence Life Procedures .....	28
Academic Services.....	32
Career Services .....	32
Educational Technology Services .....	32
Information Technology.....	33
Learning Center .....	33
Library .....	33
Registrar.....	34
Student Success and First Year Experience .....	34
Student Services.....	35
Athletics and Recreation .....	35

ATM .....	35
Bookstore .....	35
Campus Shuttle .....	36
Dining Services .....	36
E2Campus .....	37
International Student Programs .....	37
Safety and Security .....	38
Student Billing Office .....	39
Student Financial Planning .....	39
Involvement Opportunities .....	40
Undergraduate Clubs and Organizations .....	40
Undergraduate Student Government .....	40
Development and Recognition of Clubs and Organizations .....	40
Policy Information .....	44
Campus Policies .....	44
Alcohol Policy .....	44
Breach of Security .....	44
Credit Card Marketing .....	44
Computing Resources Responsible Use Policy .....	44
Copyright Infringement .....	45
Disruptive Behavior .....	45
Drug Policy .....	45
Failure to Comply .....	45
Fire Safety Policy .....	45
Gambling .....	45
Harassment Policy .....	46
Hazing Policy .....	46
Identification Card (ID) .....	46
Influencing a Person to Commit a Violation .....	47
Invasion of Privacy .....	47
Nondiscrimination Policy .....	47
Online Social Networking .....	47
Parking and Vehicular Safety Policy .....	47
Posting and Advertising Policy .....	48
Sexual Harassment Policy .....	49
Sexual Misconduct Policy .....	49
Smoke-Free Policy .....	49
Solicitation/Sales Policy .....	50
Theft and Vandalism Policy/Attempted Theft .....	50
Use of Violence Policy .....	50
Visitors .....	50
Weapons and Explosives Policy .....	50
Policies Particular to the Residence Halls .....	51
Alcohol Policy .....	57
Illegal Drug and Substances Policy .....	63
University Code of Conduct .....	68
Code of Conduct .....	68
Code of Conduct Authority .....	69
Rights of Students .....	69
Incident Procedures .....	71
Filing a Complaint .....	71
Conduct Hearings .....	71
Preliminary Conference .....	72
Reconsideration of Sanctions .....	73
Formal Administrative Hearing .....	73
Sanctions .....	75
Appeal Process .....	77
Failure or Refusal to Complete a Sanction .....	77
Student Disciplinary Records .....	78
Appendices .....	79
Appendix A: Legal Standards .....	79
Appendix B: The Drug-Free Schools & Communities Act (1990) .....	83
Appendix C: Computing Resources Responsible Use Guidelines .....	86
Appendix D: Copyright Guidelines .....	88
Appendix E: Online Social Networking Guidelines .....	89
Appendix F: Universal Release Waiver .....	90
Main Campus and Satellite Directory .....	91

## Mission, Values and Vision

---

### The University Mission Statement

Guided by Franciscan values and the ideal of “knowledge joined with love,” and rooted in the Catholic and liberal arts traditions, Alvernia is a rigorous, caring, and inclusive learning community committed to academic excellence and to being and fostering

- *broadly educated, lifelong learners*
- *reflective professionals and engaged citizens*
- *ethical leaders with moral courage.*

**“To Learn, To Love, To Serve”**

### Core Franciscan Values

The mission statements of the Bernardine Franciscan Sisters and Alvernia University are the sources of the five core values of the Franciscan tradition — service, humility, peacemaking, contemplation, and collegiality. To call these values “traditional” to the Franciscan view of the world does not imply that they are merely “old” or without relevance to contemporary society. On the contrary, these basic values have continued, throughout the centuries, to inform a way of life, a view of the world, and a definition of men’s and women’s relationship to their Creator that is perhaps more relevant in today’s world than ever before.

These values are, then, very much alive at Alvernia. Together they form the foundation for decision-making, for program development, and for our relationships with each other in the pursuit of our personal, communal and educational goals. They are what make an education at Alvernia University unique. As members of the Alvernia University community, each of us, no matter our role, willingly proclaim common ownership of these core values.

### Core Franciscan Vision

The vision of Alvernia is to be a distinctive Franciscan university, committed to personal and social transformation, through integrated, community-based, inclusive and ethical learning.

**Integrated Learning**—Combining liberal arts and professional education, and blending rigorous inquiry, practical experience and personal reflection in the classroom, on campus, and in society;

**Community-Based Learning**—Engaging the local, regional and global communities as partners in education and service;

**Inclusive Learning**—Welcoming people of diverse beliefs and backgrounds; responsive to the educational needs of recent high school graduates, working adults and established professionals, and senior citizens; respectful and self-critical in our dialogue about differences in values and perspectives;

**Ethical Learning**—Challenging individuals to be values-based leaders by developing habits of the mind, habits of the heart, and habits of the soul.

## **Academic Policies and Procedures**

---

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

### **Academic Calendar**

The University's Academic Calendar may be found in the Alvernia University Student Catalog and on the University's website at [www.alvernia.edu](http://www.alvernia.edu).

### **Academic Grievance Procedures**

#### **Traditional Undergraduate**

The Student Grievance Committee attends to grievances of an academic nature. The Committee is composed of faculty members and two students. The Student Government Association selects the students. The Committee members elect the chair. The Committee is involved in a student grievance only if the proper steps have been followed as outlined herein:

1. Student discusses situation/grade with instructor within 20 calendar days of occurrence/disagreement.
2. If no accord is reached, the student has seven calendar days to meet with the department chair.
3. Again, if no accord is reached at this level, the student has seven calendar days to consult with the division dean.
4. At this point, if there has been no resolution, the division dean apprises the student of the right to appeal to the Student Grievance Committee.
5. Student has seven calendar days to contact the Chair of the Grievance Committee. The Committee hears a case only after there has been an attempt to rectify the situation through discussion with the student, Instructor, Department Chair and/or the Division Dean. If no solution is reached at this point, the student files a grievance.
  - a. The Committee Chair contacts the faculty member who was named in the grievance.
  - b. Both the student and faculty involved submit separately, in writing, their versions of the grievance. Each has seven calendar days to submit same.
  - c. Student and faculty involved may also be asked to separately discuss the nature of the grievance at a meeting of a majority of the committee.
  - d. The Committee works with the Provost, academic advisers, and the Vice President for University Life to make students and faculty aware of its procedures.
  - e. The Committee takes into consideration guidelines for ethical behavior as stated in this handbook, the Faculty Handbook and the University Catalog.
  - f. After thoroughly reviewing the grievance, the Committee issues a written recommendation of a resolution to the Provost who reviews the decision.
  - g. If the Provost feels that the decision was reached according to proper guidelines, written notification of the decision is issued to the student and the faculty member involved in the grievance.
  - h. Should the Provost note that stated procedures were not adhered to, he or she notifies the Committee Chair who returns to the Committee members to rectify the errors.
  - i. The Committee reaffirms the recommended resolution or proposes a revised recommendation. The Chairperson maintains a complete file of grievances and committee proceedings.

#### **Continuing Education**

The Student Grievance Committee attends to grievance of an academic nature for undergraduate students in the Continuing Studies Program. The Committee is composed of faculty members and two students. The Student Government Committee selects the students. The Committee members elect the

chair. The Committee is involved in a student grievance only if the proper steps have been followed as outlined herein:

1. Student discusses situation/grade with the instructor within 20 days calendar days of occurrence/disagreement.
2. If no accord is reached, the student has seven calendar days to meet with the department chair.
3. Again, if no accord is reached at this level, the student has seven calendar days to consult with the division dean.
4. At this point, if there has been no resolution, the division dean apprises the student of the right to appeal to the Student Grievance Committee.
5. Student has seven calendar days to contact the Chair of the Grievance Committee. The Committee hears a case only after there has been an attempt to rectify the situation through discussion with the student, instructor, department chair and/or division dean. If no solution is reached at this point, the student files a grievance.
  - a. The Committee Chair contacts the faculty member who was named in the grievance.
  - b. Both the student and faculty involved submit separately, in writing, their versions of the grievance. Each has seven calendar days to submit same.
  - c. Student and faculty involved may also be asked to separately discuss the nature of the grievance at a meeting of a majority of the committee.
  - d. The committee works with the Provost, academic advisors, and the Vice President for University Life to make students and faculty aware of its procedures.
  - e. The Committee takes into consideration guidelines for ethical behavior as stated in this Handbook, *Faculty Handbook*, and the *Undergraduate Catalog*.
  - f. After thoroughly reviewing the grievance, the Committee issues a written recommendation of a resolution to the Provost who reviews the decision.
  - g. If the Provost feels that the decision was reached according to proper guidelines, he/she issues written notification of decision to students and faculty member involved in the grievance.
  - h. Should the Provost note that stated procedures were not adhered to, he/she notifies the Committee Chair who returns to the Committee members to rectify the errors.
  - i. The Committee reaffirms the recommended resolution or proposes a revised recommendation. Chairperson maintains a complete file of grievances and committee proceedings.

## **Graduate**

The Graduate Student Grievance Committee attends to grievances of an academic nature. The Committee is involved in a student grievance only if the proper steps have been followed as outlined herein:

1. Student discusses situation/grade with instructor within 20 calendar days of occurrence/disagreement.
2. If no accord is reached, the student has seven calendar days to meet with the Graduate Program Coordinator of the appropriate graduate program.
3. Again, if no accord is reached at this level, the Graduate Program Coordinator will apprise the student of the right to appeal to the Assistant Dean of Graduate and Continuing Studies.
4. Student has seven calendar days to appeal to the Assistant Dean of Graduate and Continuing Studies. If not accord is reached at this level, the student has seven calendar days to appeal to the Graduate Student Grievance Committee. The Committee is comprised of all the Graduate Program Coordinators and a graduate student representative appointed by the Dean of Graduate and Continuing Studies. The Committee hears a case only after there has been an attempt to rectify the situation through discussion with the student, instructor, Graduate Program Coordinator, and the Assistant Dean of Graduate and Continuing Studies. If no solution is reached at this point, the student may file a grievance.
  - a. The Committee Chair contacts the faculty member who was named in the grievance.

- b. Both the student and faculty involved submit separately, in writing, their versions of the grievance. Each has seven calendar days to submit same.
- c. Student and faculty involved may also be asked to separately discuss the nature of the grievance at a meeting of a majority of the Committee.
- d. The Committee works with the Provost, academic advisers, and the Assistant Dean of Graduate and Continuing Studies to make students and faculty aware of its procedures.
- e. The Committee takes into consideration guidelines for ethical behavior as stated in this handbook, the Faculty Handbook and the Graduate Catalog.
- f. After thoroughly reviewing the grievance, the Committee issues a written recommendation of a resolution to the Provost who reviews the decision.
- g. If the Provost feels that the decision was reached according to proper guidelines, written notification of the decision is issued to the student and the faculty member involved in the grievance.
- h. Should the Provost note that stated procedures were not adhered to, he or she notifies the Committee Chair who returns to the Committee members to rectify the errors.
- i. The Committee will maintain a complete file of the grievance and reaffirm the recommended resolution or propose a revised recommendation.
- j. The Chairperson maintains a complete file of grievances and committee proceedings.

### **Academic Honesty**

In keeping with the mission statement of Alvernia University regarding moral integrity and a values system, academic honesty is promoted by requesting students to sign an Honor Statement such as the following at the beginning of tests and/or exams: I understand that looking at someone's paper, talking to other students during the test, or having notes visible constitutes cheating and could result in an "F" for the test and/or the course. I will not attempt to draw information from another student, nor will I make information available to another student during this test.

### **Violations of Academic Honesty**

Plagiarism: Procedures for reporting alleged plagiarism will be closely adhered to, according to University policy and procedure.

Plagiarism is the failure to cite a source, deliberately or accidentally presenting as your own work, words or ideas of another (Harbrace Handbook). This includes but is not limited to:

1. Copying, paraphrasing, or summarizing from any published or unpublished source without citing.
2. Copying a paper, parts of a paper, or submitting any work that is not your own.
3. Submitting as one's own, parts or a whole, another's computer program, work of art, or musical composition.
4. Using words of others without quotation marks enclosing those words.

Cheating: A form of academic dishonesty. Includes but is not limited to:

1. Overt copying of another student's assignment or test answers.
2. Using crib sheets of any form during a test.
3. Getting someone else to take a test for you.
4. Discussing questions and answers with another student during a test.
5. Stealing test notes from a student or faculty member.
6. Altering an answer sheet and reporting to the instructor that a computer error had been made.

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

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

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

The primary responsibility for dealing with alleged infractions of academic honesty lies with the instructor involved. However, if accord cannot be reached between the student and the faculty member, the steps listed below will be initiated as necessary. Range of sanctions may include: reprimand by instructor; redo assignment; retake test; change of grade on test/assignment; '0' on test or assignment; 'F' for course; or dismissal from Alvernia University.

1. The instructor notifies the department chair in order to schedule an interview with the student.
2. Within five school days, the student is handed a written notification by the instructor regarding the pending interview, which includes the student, instructor, and department chair. The purpose of this interview is to determine if an infraction has been committed and to determine the appropriate sanctions.
3. Details of the interview are sent to the Division Dean and the Provost.
4. If this interview does not resolve the situation, the student may request the Division Dean to review the issue.
5. If the student does not receive satisfaction at this level, he or she may request review by the Provost.
6. If the student cannot reach an accord of the case with the Provost, he or she has the right to file a grievance with the Student Grievance Committee. The division chair also gives him/her the name of the faculty chair of that committee so the process can be initiated if desired.
7. The results from the Grievance Committee are sent to the Provost, who will review the case and notifies all parties of the disposition of the case.
8. Upon resolution of the case at any level, the department chair files a report of the case with the Registrar to become a part of student's file. These reports are accessed only by the Provost or Registrar in circumstances whereby the student may be subject to academic sanctions or by those the student has given written permission to access these reports on graduation, these reports should be removed from the student's file and destroyed.

### **Academic Probation/Dismissal (Please consult the University Catalog)**

#### **Academic Responsibility**

You are solely responsible for assuring that your academic program complies with the policies of the University. Advisers are provided to assist you with planning your academic program and to assist with course selection and registration. You are expected to meet with your adviser regularly to discuss your goals and course selections for each semester. You must meet with your adviser prior to registration each semester for approval of your course selections and/or when adding or dropping a course. Advisers are not authorized to change established policy of the University. For Graduate and Continuing education students, the Dean of Graduate and Continuing Studies must confirm any advice that is at variance with established policy.

### **Add/Drop Period (Please consult the University Catalog)**

#### **Attendance**

Attendance at and participation in class are integral parts of the educational process and are significant factors in academic achievement. Students are expected to attend all classes, take exams during scheduled times, and are responsible for all material covered in class. Instructors are expected to report students whose absences are excessive. At the discretion of the instructor, excessive absences or

tardiness may result in a lowered grade or failure for the course. Individual instructors may identify more specific attendance requirements, which will be clearly stated in the course syllabus. Attendance guidelines are as follows:

1. The course syllabus should clearly state the instructor's policies on attendance, tardiness, class participation, make-up tests, etc. The syllabus should be distributed at the first class meeting.
2. Instructors have the right to include class attendance and participation as part of the final grade.
3. A student who has been absent or foresees the need to be absent has an obligation to consult with the instructor to make arrangements regarding missed work.
4. A student who stops attending class without completing a withdrawal form is given a failing grade after the official date of withdrawal each semester.
5. Students are not customarily excused from class for sports practice. However, they should be excused to participate in intercollegiate competition/activities provided that they inform instructors in advance of the class(s) to be missed and that they make arrangements regarding missed work due to NCAA Regulations.
6. A student who misses a test because of an intercollegiate competition/activity should be provided an opportunity to take a make-up test, at a time and place scheduled by the instructor. Customarily, the make-up test should be given within a week of the original exam.

### **Course Catalog**

The catalog you receive when you enter Alvernia University is the catalog that determines your academic requirements. The degree requirements listed in that catalog remain in effect until you graduate, though the University reserves the right to change graduation requirements as necessary and may specifically provide an exemption from a requirement. If you leave the University and return at a later time, the catalog in effect at the time of your return becomes your new standard. Most academic policies, descriptions of courses, the academic calendar and a list of faculty and their credentials can be found in the catalog. Also, information on financial aid, billing office, student life and the University in general can be found in the catalog. It is your contract with the University and you need to keep it with you throughout your years at Alvernia University.

### **Delaying a Class**

For any class and any instructor, unless the class is notified of a specific time of arrival, students are to wait 20 minutes for the instructor's arrival.

### **Grading (Please consult the University Catalog)**

#### **Graduation Application**

When nearing completion of your University studies, you must file an application for graduation. If you are a day student, you must file an application with the Registrar's office; evening graduate and continuing studies division students file their applications with the Grad & CE office. All students must comply with the following application deadlines: by October 1 for May graduates, by December 1 for August graduates, and by March 1 for December graduates. If you are a traditional/day student, your advisor and department chair must sign the application and attach a copy of your completed requirement sheet. If you are Graduate & Continuing Studies/evening student, the student's portion of the form must be completed prior to submission. The Graduate & Continuing Education Division will obtain necessary signatures for approval. (Note: The reason for these early due dates is to provide the student with sufficient time to address any deficiencies.)

#### **Registration**

All course selection information for the following semester will be available on IQWeb in the weeks preceding open registration. Graduate and Continuing Studies two year schedules are available in the Graduate & Continuing Education office and upon request. Day students should pick up a registration advisement form prior to meeting with their advisor. All students must have their schedules approved

and signed by their advisor and authorized to register on-line in IQWeb. The date of open registration is posted on IQWeb. Please contact either the Registrar's Office or the Graduate & Continuing Education office to register for credit overloads or directed studies.

**Withdrawal (Non-Medical)**

A student voluntarily withdrawing from the University must complete an exit interview, academic and financial aid paperwork. Traditional day students report to the Registrar's Office who will direct them to the appropriate member of the Withdraw Team. Graduate & Continuing Education students meet with their advisor. The student is responsible for meeting any financial obligations or residence hall obligations before leaving campus. If the proper withdrawal procedure is not completed, the student may also be financially responsible for the semester. The University reserves the right to require the withdrawal of any student whose scholarship is unsatisfactory or whose conduct renders him or her undesirable as a member of the University community.

## University Procedures

---

### Americans with Disabilities Act (ADA)

Students who provide recent and appropriate documentation of disabilities are eligible to receive reasonable accommodations. The types of available accommodations will vary based on the nature of the disability and course content. To obtain accommodations, the student must:

1. Inform the ADA Coordinator of the disability;
2. Provide current and appropriate documentation that describes the nature of the disability and supports the type of accommodations requested;
3. Meet with the ADA Coordinator to complete an accommodations letter that defines what classroom accommodations are appropriate; and
4. Request that the accommodation letters be generated each semester and deliver copies to course instructors.

ADA records are maintained by the Acting ADA Coordinator located in the Registrars Office. Questions should be directed to the Acting ADA Coordinator, Francis Hall, x8436.

### Campus Crime Statistics

Alvernia University complies with reporting requirements of both the federal government and the Commonwealth of Pennsylvania in regard to criminal offenses on campus. The University complies with 34 CFR Part 668 as amended in reporting of crime statistics for federal purposes and with Regulations of the State Board of Education of Pennsylvania, Chapter 33, §33.101-§33.133, in reporting these statistics for state purposes. Should there be any complaints about the University's compliance with state reporting requirements, they should be filed in writing to the Vice President for University Life. Every effort is made to resolve any complaint filed. If the complaining party continues to believe that the act is being violated, the complaining party may file a complaint with the Pennsylvania Office of the Attorney General and will be given the address of that office by the Vice President for University Life.

The Campus Sex Crimes Prevention Act requires registered sex offenders to provide notice of enrollment or employment at any institution of higher education in the state where the offender resides. Alvernia University has no information that a registered sex offender is either enrolled at or employed by Alvernia University. However, information pertaining to registered sex offenders can be obtained by contacting the City of Reading Police Department, Megan's Law Unit, 815 Washington Street, Reading, PA 19601 or by calling 610-655-6143.

In accordance with compliance of federal regulations, campus crime statistics for the most recent three-year period are posted on the Alvernia University website (<http://www.alvernia.edu/campuslife/crimestatistics.htm>) and are also available in the Public Safety office.

### Closing/Severe Weather

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

### **E2Campus (610-796-8392)**

In an effort to ensure the safety and security of the Alvernia community, the University has adopted e2Campus. E2Campus is a campus-wide, text-messaging and voicemail system that will enable Alvernia University officials to communicate with registered students, faculty, staff, and parents in the event of a catastrophic emergency. Registration is free and can be accessed by clicking on the e2Campus icon, located on the home page of the University website.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. For information on FERPA rights, contact the Registrar's Office. Student's FERPA rights are:

1. The right to inspect and review their education records within 45 days of the day Alvernia University receives a request for access. For academic, financial, and billing records, students submit to the Registrar written requests that identify the record(s) they wish to inspect. For behavioral or public safety records, students submit to the Office of Student Life a written request that identifies the record(s) they wish to inspect. The Registrar or Office of Student Life makes arrangements for access and notifies the student of the time and place where the records may be inspected.
2. The right to request the amendment of education records that the student believes are inaccurate or misleading. Students should write to the appropriate University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University notifies the student of the decision and advises the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with requirements of FERPA. Contact the office that administers FERPA at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
5. Alvernia University fully complies with the USA Patriot Act. You may obtain further information on this act and Alvernia's policy from the Registrar.

### **Directory Information Public Notice**

At its discretion, the University may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the University includes the following: Student's name, city and state of permanent residence, University e-mail address, major field of study, enrollment status, class level, date, participation in officially recognized activities and sports, dates of attendance, degrees, honors, and awards received, and most recent education agency or institution attended.

Students may withhold directory information by notifying the Registrar's Office in writing; please note that such withholding requests are binding for all information to all parties other than for educational purposes. Photographs in public locations on campus are considered publishable and may be used for marketing Alvernia University. Students should consider all aspects of a directory hold prior to filing such a request. The initial request to withhold directory information may be filed at any time. Requests for non-disclosure will be honored by the University for no more than one (1) academic year. Re-authorization to withhold directory information must be filed annually in the Registrar's Office within the first two (2) weeks of the fall semester. Please note, however, that if a student, at his or her last opportunity as a student, requested that directory information not be disclosed, the University will continue to honor that request until informed to the contrary. The University assumes no liability as a result of honoring a student's instructions that directory information be withheld.

### **Food/Meal Service**

All resident students are required to participate in the University's food service program. All freshman residents must participate in the full 19-meal plan during their first year. Upper-class residents have the option of a 19-meal plan, or several other options. For plan options, contact the Student Billing Office. Commuter students and staff may purchase a commuter meal plan or pay cash. Students agree to the following conditions:

1. Payment of the appropriate board fee.
2. Presentation of a valid Alvernia identification (ID) card unless it is a cash transaction.
3. Participation in the plan is not transferable.
4. No discounts or refunds are given for meals missed.
5. A student who formally withdraws from Alvernia University may request a refund of the board fee on a prorated basis.

Students with special dietary needs should consult with the Food Service Director. All efforts will be made to meet the special needs to the student. A student who is ill and unable to come to the Dining Hall for meals may have a friend pick up a sick tray for them at the Dining Hall. A note from the students' Residence Life Coordinator and their Student ID card are required.

If a school activity prohibits the student from attending a meal(s), the dining staff will pack a meal. Please have the department head or coach make a request at least 2 days in advance with the Dining Manager. ID will be needed when the order is placed.

### **Grounds and Facilities Access**

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

Some campus buildings, such as the Center for Student Life, are accessible 24/7 via a swipe card entry. After hours, students may gain entry with their University ID. It is the student's responsibility to make sure no unauthorized person enters the building. *Damage to the building or materials stolen from the building will be charged to the student whose ID card was last used for entry and additional sanctions may be imposed.*

### **Health and Counseling Procedures**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against any individual because of a disability or handicap who is otherwise qualified. Handicapped individuals have been defined as

including those experiencing any mental or psychological disorder. Alvernia University, therefore, does not discriminate against students with diagnosed mental disorders or disabilities. The Vice President for University Life may, in accord with the provisions of Section 504, effect the withdrawal, suspension, or dismissal of such students who exhibit behavior that: (a) causes an undue disruption to the residential or academic community; (b) makes it difficult/impossible for others to participate in those communities; and/or (c) is an apparent or threatened danger to himself or others or property.

Students believed to be struggling with eating disorders, mental illness, addiction, or gambling issues can receive help voluntarily or involuntarily. In all cases, the University will pursue a course of action designed to promote the well being of the student, protect the welfare of the University community and demonstrate respect for federal and state laws. Every attempt will be made to design a treatment program, which will allow the student to remain in school. Confidentiality is held in the highest regard.

Being healthy and staying healthy are behavioral choices. Occasionally the choice to be healthy may require action on the part of the student to temporarily suspend their academic work to deal with health issues. If the student is unwilling or unable to make this decision, the University may act in the best interest of the individual and/or the University community.

### **Identification Card (ID)**

For purpose of identification, students are required to carry their Alvernia University student identification card at all times.

Identification cards are available in the Public Safety Office. Arrangements are made for satellite students to receive their card at their satellite site.

All new students at Alvernia University are issued their first student ID card at no charge. Valid identification, such as a driver's license, passport, or military ID, and verification of enrollment status, is required before a student can be photographed and issued a student identification card. For purpose of identification, students are required to carry their Alvernia University student identification card at all times.

Presentation of an ID card is required for services in the cardio center, dining areas, and library. It may also be required for other University activities and services. ID cards may be used for appropriate educational discounts and admission to facilities at other institutions, etc. Failure to produce a valid ID card when requested by a University official, fraudulent use of the card, and/or transfer of an ID card to another person, may result in confiscation, loss of privileges, and/or disciplinary action.

Labels or stickers may not be added to the ID card since their presence would interfere with the electronic reading of the card. Punching holes (for hanging, etc.) and burning (branding) are also prohibited.

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

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

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

**Involuntary Medical Leave.** See Medical Leave and Withdrawal.

### **Mandatory Assessment**

The University utilizes mandatory assessment of its students who continue to exhibit behavior and conduct which either violates Alvernia University's Code of Conduct, or suggests serious concerns about the health and safety of the student or others. Mandatory assessment can be part of the judicial process or implemented by the Office of the Vice President for University Life upon receiving valid multiple statements of concern from faculty and/or staff.

The Office of the Vice President for University Life shall consult with the appropriate personnel who can provide insight and advice before a decision is made to pursue a mandatory assessment. The Office of the Vice President for University Life will inform the student of the mandatory assessment and arrange for it to take place as soon as possible. All requirements and expectations associated with the mandatory assessment will be explained to the student by the appropriate administrator from the Office of the Vice President for University Life.

### **Medical Leave and Withdrawal, Voluntary and Involuntary**

#### **Medical Leave and Withdrawal**

Medical Leave is available for students with documented serious physical or, psychological illness who need to leave the University during the semester without completing their course work, or, elect to withdraw from the University for no longer than two consecutive semesters.

Students on medical leave are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus through the process described in this policy.

A student may request a limited medically excused status if the student is medically unable to complete the final forty percent of a semester but intends to return to the University at the beginning of the following semester. The request is initiated as outlined in the section, "Initiation for Medical Leave Request." A student approved for medically excused status may not return to the University until conditions for returning, as stipulated by the University, have been completed.

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

A student who is granted a medical leave receives a W (withdraw) for all classes on their official semester report and transcript. A hold is placed on the academic record indicating the student is unable to register for classes until all responsibilities have been met for readmission.

#### **Procedure for Voluntary Medical Leave Request**

A student requesting medical leave must:

- Submit a request in writing to the Director of Health and Wellness.
- Indicate if the request is for one or two semesters.
- Provide appropriate documentation from a licensed physician, therapist or health practitioner.

#### **Determination of Medical Leave Request**

A decision approving or disapproving the medical leave request will be processed as follows:

- The Director of Health and Wellness will forward the student's request and provided documentation to the Vice President for University Life.

- The Vice President for University Life will approve or disapprove the request and send a copy of the decision to the student, Director of Health and Wellness, Registrar, Billing Office, Office of Student Services, and the Vice President for University Life. If the requesting student is a campus resident, the Office of Residence Life will also receive a copy
- The Registrar will notify appropriate academic offices on campus of the student's status
- Original documentation from the student's medical records will be maintained by the Director of Health and Wellness.

### **Effective Date of Medical Leave Status**

A student whose request for medical leave is approved during the first sixty percent of the semester will be deemed to have medical leave status as of the date on which his or her request was submitted to the Director of Health and Wellness. The student will remain on medical leave status for the balance of the semester(s) requested and subsequently approved.

A student whose request for medical leave is approved during the final forty percent of the semester will start the one- or two- semester clock on the first day of the next semester [i.e., the one after the semester when the medical leave is approved].

*Medical leave status may continue no longer than two consecutive semesters. After this time, a student who does not return to the University will be deemed officially withdrawn. Students wishing to be reinstated after two consecutive semesters of leave must have met all requirements for readmission and needs to reapply through the Office of Admission.*

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

### **Extension of Medical Leave Status**

A student on a one-semester medical leave status may request an additional one-semester extension by providing new documentation to the Director of Health and Wellness by August 1 for the fall semester, and by December 1 for the spring semester. A decision approving or, disapproving will follow the same process under section, "Determination of Medical Leave Request."

### **Determination of Fitness to Return to Campus**

A student requesting to return from medical leave must:

- Have a qualified medical professional provide a specific diagnosis based on the DSM-IV or ICD-9 criteria and provide a written detailed report that speaks to the nature of the psychological or medical condition and how it affects the student in the University environment, describes the major symptoms of the disability, and outlines medications currently prescribed, including substantial side effects.
- Sign a release allowing the Health and Wellness staff and the Vice President for University Life to communicate with the physician, therapist or other caregiver, as well as with other persons at Alvernia University involved in determining the student's ability to return regarding the readiness to return to University and the treatment requirements upon return.
- Have completed all recommendations from the licensed physician, therapist or medical professional.
- Have completed all outstanding sanctions, if applicable.
- If permitted to return, participate in appropriate support services as outlined by the University and as recommended by the physician, therapist or medical professional and/or the University Counseling Center.
- Meet with the Vice President for University Life.

The appropriate University administrators will review the documentation and determine whether all requirements have been satisfied and the student's readiness to return to campus. Their decision is final.

### **Required Involuntary Medical Leave**

In order to provide a safe environment conducive to the achievement of the University mission, the University may require a student to withdraw involuntarily when his or, her behavior or physical or psychological disorder is incompatible with minimal standards of academic performance and / or community life. At the time, the student would be qualified for medical leave. Students to whom this policy applies include:

- *Students who are a danger to themselves or others.*  
“Danger to themselves or others” is defined to include a risk of suicide, self mutilation, accident or assault which necessitates unusual measures to monitor, supervise, treat, protect or restrain the student to ensure his or her safety and the safety of others.
- *Students whose behavior is severely disruptive to others.*  
“Disruptive” is defined to include behavior which causes significant emotional and / or physical distress to other students and / or staff. Such disruption may be in the form of a single incident or a pattern of behavior.
- *Students who do not comply with assessment or, treatment required by University officials.*  
This is defined as a student's behavior or physical condition that is likely to deteriorate to the point of permanent impairment or dysfunction without assessment and / or treatment.
- *Students whose behavior is damaging to property.*  
This is defined as behavior which damages University or community property.
- *Students whose physical or psychological disorder requires highly specialized services.*  
This is defined as a student's behavior beyond those available locally and whose condition (as mentioned above) will deteriorate without additional resources.

Any student considered for involuntary withdrawal according to this section, will have their circumstances reviewed by the appropriate University administrators who will make a recommendation to the Vice President for University Life as to their disposition.

### **Student Financial Planning**

A student planning a Medical Leave of Absence or subject to an Involuntary Leave of Absence should immediately contact the Office of Student Financial Planning to understand the implications, if any, of a medical leave on their financial aid. The Office of Student Financial Planning can make the necessary arrangements and assist the student in meeting all necessary time deadlines for document submission to avoid any negative financial aid implications by the medical leave of absence hereunder.

### **Semester Report/Official Transcript**

A student who is granted medical leave or is placed on involuntary medical leave under this policy, shall receive a “W” (withdraw) for all classes on their official semester report and transcript. The student will not receive any course credit for the classes taken during the semester that any medical leave is granted. All semester charges will be calculated in accordance with the official University Refund Policy based upon the effective date of the medical leave.

### **Non-Emergency Medical Transport**

Alvernia University does not contract with a limousine service for non-emergency medical transport of students; students are responsible for their own transportation for non-emergencies.

Students experiencing medical emergencies should call 911 or use one of the call boxes located throughout the campus. Students are responsible for all transportation fees incurred.

## Missing Students

Students who are suspected to be missing persons should be reported to Public Safety. If Public Safety officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, they will **collaborate with the Vice President for University Life or designee to:**

- Notify the individual identified by the student to be contacted in this circumstance;
- If the student is under 18, years old, notify a parent or guardian; and
- (In cases in which the student is over 18 and has not identified a person to be contacted), notify appropriate law enforcement officials.

## Reporting an Incident

### Reporting an Alleged Violation of the Code of Conduct

Students who wish to report an alleged violation of the Student Code of Conduct should contact the Office of Residence Life, the Office of Public Safety, or the Vice President for University Life. The student will be asked to fill out an incident report, providing as much detail as possible. It should be noted that anonymity of the reporter cannot be guaranteed; the accused has the right to review his/her file which will contain the incident report.

### Reporting an Incident of Behavioral Concern

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

In addition, students with a mental health concern about themselves that may pose an immediate threat to themselves, others, or property should contact the Office of Health and Wellness or the Office of Public Safety. For concerns that do not pose an immediate threat, students are encouraged to contact the Office of Health and Wellness. They will help match students with the appropriate resources to address the concerns.

## Sexual Assault Victim's Rights

Alvernia University recognizes the following victim's rights when a sexual assault is alleged. The victim has:

- The right to immediate medical treatment
- The right of access to any and all counseling resources of the University.
- The right to a disciplinary hearing to present his or her charges as soon as possible after a complaint has been made.
- The right, if requested by the alleged victim, to have academic and campus living situations changed as far as reasonably practical (Such options as changing sections of classes, changing a class to directed study, or changing residences may be explored).
- The right to a counselor from University personnel of his or her choice to accompany him/her through the hearing and disciplinary process.
- The right to have a disciplinary hearing focusing only on the facts relevant to the accusation.
- The right to be informed of the University's final determination with regard to alleged sex offense and any sanction that is imposed on the accused.

If a sex offense is alleged to have occurred on campus, the alleged victim is requested to follow these procedures immediately:

- Get to a safe place.

- Do not destroy physical evidence of a crime by bathing or washing or any other action that may destroy evidence.
- Notify Public Safety at 610-796-8350 that a crime has taken place and tell the officer where you will be. Public Safety notifies the appropriate University officials of alleged incident and the appropriate police authorities.
- Call 911 or have a friend take you to a hospital for examination.

While the University recommends the above procedures when a sex offense is alleged, it is the alleged victim's option whether or not to notify law enforcement authorities. If an alleged victim wishes assistance of University personnel in contacting law enforcement authorities, it is done for her/him. If a victim does not wish to bring in outside authorities at all or at once, these options are also available after the first two steps above are observed. Your Resident Assistant or a Residence Life official may be notified rather than Public Safety. Any of these individuals can help you contact the University's counseling services or health services for assistance. You may also contact them directly.

In alleged sex offense hearings, both the accused and the accuser are informed of the University's final determination with regard to the alleged sexual misconduct and any sanction imposed on the accused. If the accused wishes to appeal the decision on grounds permitted by University regulations, the written appeal must be made to the Vice President for University Life within five working days of the date on which the accused and the accuser were informed of the decision. The Vice President for University Life's decision is final.

## **Student Records**

### **Academic Records**

Student academic records are retained in their entirety for five (5) years after the last enrollment. After five (5) years, only the transcript, grade changes, and other documents that may affect future discussions are kept permanently. The documents which are purged from the file are shredded. Periodically, the purged files are scanned to disc as are archived grade sheets. Students should contact the Registrar for the complete policy regarding academic records.

### **Counseling Records**

Counseling records are kept for seven (7) years according to American Psychological Association (APA) guidelines and then destroyed by shredding. Electronic counseling records are stored on a secured network folder accessible only by the user and administrator. A second level of security is a secured document accessible only by the user. Students should contact the Director of Health and Wellness for the complete policy regarding academic records.

### **Disciplinary Records**

Disciplinary records are kept for seven (7) years following the student's graduation if all outstanding sanctions have been completed. Disciplinary records are kept in perpetuity for students who withdraw or are dismissed but who still have outstanding sanctions. Records are kept in locked cabinets located in the Office of Student Life and are destroyed by shredding. Students should contact the Office of Student Life for the complete policy regarding disciplinary records.

### **Medical Records**

Medical records will be kept in the Health Services for seven (7) years following graduation or withdrawal and then destroyed by shredding. Medical records are secured in locked cabinets located in Health Services. Students should contact the Director of Health and Wellness for the complete policy regarding medical records.

**Title IX**

Alvernia University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age or disabled status in admission or access to, or treatment or employment in its program and activities. This includes Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. This policy extends to all educational, service and employment programs of the University.

For questions or concerns, students should contact:

Joseph J. Cicala, Ph.D.  
Vice President for University Life  
Alvernia University  
400 Saint Bernardine Street  
Reading, PA 19607  
610-796-8211

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

Elizabeth Fernandez  
Associate Director of Human Resources  
Alvernia University  
400 Saint Bernardine Street  
Reading, PA 19607  
610-796-8317

**Voluntary Medical Leave.** See Medical Leave and Withdrawal.

## **Student Life**

---

The Division of Student Life, located in the Center for Student Life and supervised by the Vice President for University Life, encompasses services and programs that are designed to enhance the co-curricular learning environment as a vital element in Alvernia University's commitment to the education of the whole person. The areas of the University encompassing the Division of Student Life include Campus Ministry, Community Standards, Health Services, Multi-Cultural Initiatives, Residence Life, and Student Activities. These programs and services, taken together, assist students in developing their abilities to be self-directed human beings, capable of moving through various work, leisure, and life roles in order to make vital contributions to the home, church, and community. Student Life works closely with the Center for Student Success and First Year Experience and the Faculty for the benefit of the students of Alvernia.

### **Activities Calendar**

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

### **Campus Ministry (610-796-8234)**

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

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

### **Community Service (Requirements and forms 610-796-8201; Opportunities 610-796-8300)**

To instill a spirit of service, Alvernia University requires community service to be completed by all undergraduate students before graduation. For the community service requirements, see the Graduation Requirements in the Programs and Courses of Study section of the Undergraduate University Catalog. For service opportunities, please contact the Campus Ministry office.

### **Community Standards (Judicial Affairs) (610-796-8286)**

Please see the Student Code of Conduct chapter in this Handbook.

### **Counseling Center (610-568-1467)**

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

**Health Services (610-568-1467)**

The Alvernia University Health and Wellness Center promotes and maintains those conditions that permit and encourage each student to realize optimum physical, emotional, social, and spiritual wellness. The Center is located in the lower level of Veronica Hall.

All full-time students are required to submit a completed health record including immunization and physical evaluation to the Center. Pennsylvania State Law requires students living in residence halls to have the meningococcal vaccine or a waiver signed before moving into residence halls. Students in some academic programs may be required to maintain additional records. Health records maintained by the Center are strictly confidential and will be released only according to HIPAA policy. Student health records are destroyed seven years from the date of graduation or withdrawal from the University. Copies of health forms are provided without charge to the students who request them. *Requests must be made in writing.*

Doctors and nurses staff Health Services during the fall and spring semesters of the academic year. Health services include evaluation and treatment of minor illness or injury, wellness screenings, health counseling and counseling services, and medical referrals. Medical emergencies are generally referred to nearby Reading Hospital and Medical Center. Any ambulance expenses, as well as transportation to physicians' offices are the responsibility of the student. Students are responsible for informing their professors of their absence due to illness as soon as it is possible to do so.

The Health and Wellness Center follows the provisions of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). Under this act, the privacy of the patient/student is protected by established Privacy Rules and Patient Rights. The patient/student will receive a copy of the Privacy Rules and Patient Rights, which forbid disclosures except to the patient/student as authorized by law or upon the patient/student's written request. See the Center for full information.

**Multi-Cultural Initiatives (610-796-8256)**

The Multi-Cultural Initiatives Office, located in the Center for Student Life, welcomes, celebrates and supports students from all diverse backgrounds. The University promotes understanding, unity and appreciation of the growing diversity of our campus, affirming the inherent value and dignity of each person, regardless of race, gender differences, national origin or religion. The campus community recognizes ethnic awareness with respect and openness to the richness and wisdom of various groups so that students can prosper academically, and socially.

Through the full use of all institutional services and resources, the office works together with all areas of the campus community to implement multicultural programs such as a calendar of social or cultural events, and other co-curricular activities that are consistent with best practices and designed to support the success of all students. The Multi-Cultural staff is available to students on both a formal and informal basis to discuss issues, implement ideas, help solve problems, and direct them to appropriate channels for resolution of issues.

**Residence Life (610-796-8320)**

Alvernia University's Residence Life program provides an environment that supports the Mission of the University. More than residence halls, the residence life environment strives to support the Bernardine Franciscan heritage, and serves as one of many vehicles to cultivate academic and social achievement. For specific information regarding residence life policies and procedures, please refer to the Residence Life & Housing section of this handbook.

**Sexual Assault Counseling and Education (610-568-1467)**

The Health and Wellness Center, located on the ground floor of Veronica Hall, provides personal and health counseling services on a regular and as-needed basis. Another complementary resource separate

from the University is Berks Women in Crisis (610-372-9540) a private non-profit, domestic and sexual violence center. Their belief is that all people are entitled to a life free from physical, sexual, and emotional violence. Services provided include notification of police and the criminal justice system, and encouragement to seek medical treatment as well as ongoing psychological counseling on an individual or support group basis. Referrals are coordinated with appropriate agencies if additional assistance or support is necessary.

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

### **Student Activities, Student Clubs and Organizations (610-796-8408)**

The Student Activities Office, located in the Center for Student Life, works closely with individual students, student government and other student clubs and organizations to support an active campus life. The Student Activities staff coordinates leadership programs and assists student clubs and organizations in formulating, planning, scheduling, and publicizing activities for the maximum benefit of the University community. The Student Activities staff collaborates with student leaders to develop and implement a comprehensive plan including, but not limited to, alcohol alternative, late-night, diversity/multicultural, weeknight, and weekend events and trips. The staff also supports the student government association and all student clubs and organizations. A master calendar of student events is maintained and published by the office. Please see the chapter “Involvement Opportunities” for additional information.

## **Residence Life and Housing**

---

On-campus housing is required and guaranteed for all students with first year academic status. All first-year undergraduate students, except those noted below, are required to reside in a University residence facility unless a petition for off-campus living is approved by the Vice President for University Life.

Exceptions, as noted on the off-campus housing waiver form, are:

- Commuter students residing with parent(s) or legal guardian
- Caregiver for young or elderly
- Age 21 or older
- Completed 30 or more academic credits
- Married
- Special needs with a medical disability that cannot be accommodated by Alvernia University residential living.

Alvernia University does not provide housing accommodations for married couples or families, and does not allow infants and children to reside on campus.

A student must be enrolled as a full-time student at Alvernia University in order to be eligible for campus housing. A student is considered full-time when registered for a minimum of 12 credit hours.

### **Living On Campus**

Alvernia University's housing philosophy promotes moral development and civic responsibility, welcomes diversity, and respects the dignity of the human person at all times. The vision for the residence program has four points:

1. The residential experience is a center of excellence and a point of distinction for Alvernia. Students and their parents should find the Alvernia campus safe, supportive, and nurturing.
2. The residential experience intentionally emphasizes and promotes moral development.
3. All faculty and staff join in the effort to provide a place and develop an atmosphere in which students can achieve their potential academically, socially, morally, and spiritually.
4. The University provides all students opportunities to practice their faith and connect with each other and members of the clergy from their denominations, both formally and informally. While Catholic rites and ceremonies remain the principal focus of worship, ecumenical services are also conducted, and access to other religious services made possible.

### **Resident Bill of Rights**

- Sleep undisturbed during the night.
- Enjoy a clean room.
- Access their room and facilities at all times.
- Have belongings respected.
- Feel secure against physical or emotional harm.
- Maintain privacy.
- Redress grievances.
- Be free of intimidation or harassment.
- Study in their room free of noise and distractions during quiet hours.
- Have guests in their room during visitation hours when she or he will not disturb roommate's right to study or sleep.

If a resident feels that a right has been violated, he or she is expected to first attempt to reach a mutually agreeable solution with the roommate. If this is not successful, the student should contact a member of the Residence Life staff.

## Resident Housing

### Residence Apartments

- *The Village Apartments*, for upper-class students, include approximately 150 beds, with apartment sizes to complement many different living arrangements from one person efficiencies to five person apartments. These apartments feature upscale furniture, dining/living rooms, bathrooms, and full kitchens. Each hall contains a gas fireplace located in the main lounge, business center with computers and printers; laundry room; elevator; wireless internet, cable, and phone connections.

### Residence Halls

- *Anthony Hall* is the smaller of the two suite-style buildings and houses 68 students. The room and bath configuration is the same as Clare Hall. ADA suites are available for students who may require this accommodation.
- *Assisi and Siena Hall Townhouses* each accommodates eight upper-class students of the same gender within each townhouse unit. Each unit is equipped with four double rooms, three bathrooms, a full-sized refrigerator, a microwave and a coin operated washer and dryer.
- *Clare Hall* a suite-style building that houses 150 students in suites each equipped with a bathroom designed with a double sink and tub/shower combination. ADA suites are available for students who may require this accommodation.
- *Francis Hall* is a traditional residence hall with triple, double, and single rooms accommodating approximately 56 students.
- *Judge Hall* is the University's newest residence hall and accommodates four upper-class students of the same gender per suite. Each suite is equipped with single or double rooms, a bathroom, a living area, a full-sized refrigerator and microwave. ADA suites are available for students who may require this accommodation.
- *Veronica Hall* is a traditional residence hall with triple and double rooms housing approximately 135 students. Veronica Hall is single-sex by wing.
- *Divine Mercy Residence* is designated only for the use of the International Sister students enrolled at Alvernia University. This 3-bedroom house, which is located on St. Bernardine Street, can accommodate five sisters.

### Residence Life

The Director of Residence Life has overall supervisory responsibility for campus residences and works closely with the Director of Public Safety and the staff within the Facilities Office to assure safety. The Director, assisted by the full-time Associate Director, Assistant Director, Housing Assistant, and Graduate Hall Directors, develops and implements residence life policies and procedures, and programming objectives. The Office of Residence Life is located in Veronica Hall and can be reached at 610-796-8320.

Resident Assistants (RAs) assist in the management and implementation of day-to-day operations of the office as well as assisting students in taking advantage of all opportunities campus life offers. Your RA can be one of the most helpful and resourceful individual you will interact with. These individuals are full-time, academically successful students who have been carefully selected because of their leadership potential, interpersonal skills, positive attitudes and sense of commitment to promoting a living/learning environment. RAs complete extensive and ongoing training to fulfill their many roles.

As peers, the RAs not only provide general information, referral help and models of successful adjustment to University living, but they assist with roommate or suitemate conflicts and planning educational, cultural and social programs.

Resident students are informed of University policies and housing security and enforcement procedures in hall meetings throughout the year. In the first hall meeting, the Director of Residence Life, the Associate Director, Assistant Director, Hall Directors and RAs explain policies and procedures in this handbook. Special emphasis is placed on residence hall safety and the vital role each student has in helping to maintain a secure environment. Hall meetings are held as warranted to remind residents of safety procedures, policies and to enhance the communal environment.

In the spirit of collegiality and shared responsibility, resident students are expected to accept the responsibility of group living and to act in accord with University policies and procedures. Students are expected to take an active, positive role in residence life governance.

### **Services for Residents**

- Cable TV. Basic cable television is provided in each residence room. Student desiring premium channels service are directly responsible for any additional fees or cable boxes, if applicable.
- Common Areas. Each residence hall and townhouse offers common area space such as lounges for social and/or recreational purposes. Common area space is also inclusive of hallways and stairwells. All residents share responsibility with others in their hall or townhouse for the care and protection of common areas. Furniture may not be removed from common areas. Group damage assessments are made for damages to common areas if a responsible party cannot be identified.
- Food Service. All resident students are required to participate in the University's food service program. All freshmen residents must participate in the full 19-meal plan during both semesters of their first year. Upper-class residents have several meal plan options. For more information regarding meal plan changes/dates, please contact the Billing Office.
- Information Desk. A resident student information desk is located on the first floor of Veronica Hall. The desk is staffed according to the hours posted at the desk. The general hours of operation are as follows:
  - Monday through Thursday: 9:00 a.m. through 12:00 midnight
  - Friday: 9:00 a.m. through 8:00 p.m.
- Data ports. Each student has access to an individual data port for their use.
- Laundry Facilities. Washers and dryers are located on the first floors of each residence hall as well as in each townhouse. Residents are responsible for removing their property from the laundry area in a timely manner. Machine trouble should be reported to the Residence Life Office.
- Mail Service. All resident students are assigned mailboxes, which are located inside each residence hall and outside of the townhouses. Certified mail, registered mail, parcel post, and packages too large for mailboxes may be claimed the Information Desk in Veronica Hall. Mail service operates Monday through Friday. The proper mailing address is:
  - Student Name
  - Mailbox #
  - 846 Greenway Terrace
  - Reading, PA 19607
- Maintenance Requests/Work Orders. Maintenance Requests/Work Orders. All maintenance requests/work orders should be submitted electronically to the Facilities Department via the online work order system. Anyone submitting a request will be able to track the progress of their work order on line. Any emergency facilities concerns (overflowing toilet, sink, no heat, no power) should be reported to ext: "0" (operator).
- Microwave Ovens. The University provides a microwave oven in each residence facility for general use by its residents. It is expected that students will keep microwave units
- Recycling. As part of the University's green initiative all residence hall rooms are equipped with a recycling container. Students are required to deposit their recyclables in designated bins located

near the trash bins, behind their respective buildings. There is no recyclables removal from the residential facilities. Recyclables include: aluminum cans, glass containers, iron cans, #1 and #2 plastic containers, newspapers, cardboard, paperboard (cereal boxes), magazines, office paper.

- **Room Furnishings.** Each resident is provided with a single bed, dresser drawers, desk, wardrobe or closet, and chair. Furnishings may not be removed from a room without the permission of the Residence Life Office. Pillows, linens, blankets, lamps, etc. must be provided by the resident. For more information on what to bring and what not to bring please see (<http://www.alvernia.edu/residencelife/whattobring.htm>)
- **Telephones.** All students living on campus are equipped with telephone connections. Each resident is billed a required technology fee per semester, which includes unlimited local telephone service and voicemail. Note: Residents must provide their own telephone. Long distance telephone service is available through the vendor provided by the University. Resident students receive a PIN (Personal Identification Number) upon arrival on campus. Long distance telephone service is automatically activated when the PIN is used for the first time. Students are required to pay long distance invoices on time or long distance service will be deactivated. Students are responsible for all charges made against their PINs. Customer service for the University's long distance telephone service is provided to students at 1-888-230-5558, or if the student is on-campus, dial extension 7821.
- **Trash.** Students are required to deposit their trash in the designated bins located behind their respective residential building. There is no trash removal from within the residential facilities.

### **Safety & Security**

Room doors, exterior, hallway and stairwell doors serve not only as a security feature, but they also help to prevent fire from spreading. Students are expected to ensure their own safety and protect the safety of others:

- Do not exit, enter or prop open locked residence hall doors. If you see a door propped open, close it.
- Keep your own room door locked at all times.
- Student identification cards are to be carried at all times. Student ID cards are not transferable. Lost cards should be reported to Public Safety immediately.

Alvernia values the safety of its students and recognizes the importance of prompt emergency response. When necessary the University will contact the appropriate emergency/medical services. The student is responsible for all costs incurred.

### **Residence Life Procedures**

#### **Holiday & Break Housing**

During holidays and breaks in the academic semester, the residence halls either close or operate with limited staffing as outlined below. Contact the Office of Residence Life for the supplementary per diem rate during holiday or break periods. Residence halls close their full operation at 6 p.m. the day classes or examination end. Students may make special arrangements for later departures through the Office of Residence Life. The Residence Life Office may make exceptions to this policy for special circumstances.

*Thanksgiving, Spring and Easter break* – residence halls close at 6 p.m. on the day preceding the holiday/break. Student may request to stay late, return early or stay on campus through at the ORL.

*Christmas break* – residence halls close at 6 p.m. on the last day of finals. Residence halls remain closed between Christmas and January 1<sup>st</sup> and occupancy of residences is not permitted during that time. Students are expected to depart from the residence halls 24 hours after their last final or by closing time, whichever comes first. Students may request a later departure through the ORL.

### Summer & Winterim Housing

Housing during the summer and winterim academic sessions is also available. Students must be enrolled for Alvernia University summer classes and/or participating in an academically related internship or work on campus. Contact the Office of Residence Life for the supplementary per diem rate during for summer/winter housing. The Director of Residence Life must clear any exceptions to this policy.

### Housing Deposit

Students who have attended Alvernia University for at least one semester, who are planning to apply for housing for the upcoming academic year must do so during the room selection period with the Office of Residence Life. To complete the application process, a \$250 deposit is due to the Office of Residence Life no later than posted housing application deadlines, along with the student registering for 12 or more credits for the following academic semester. Note: Submitting a housing deposit does not constitute a guarantee for housing.

Housing deposits are processed as follows:

- Applied to the student's housing costs for the upcoming year after the add/drop period in the spring semester.
- Forfeited by those students who communicate to the Billing Office and/or Residence Life, after or during the housing selection process that they will not be returning to Alvernia University or have chosen to live off campus.

### Termination of Housing

By signing the housing contract, resident students agree to maintain occupancy in campus housing for a full academic year unless authorization is granted to withdraw from University housing. To request a termination of the signed housing contract, a written request to the Director of Residence Life is required. Any student who is granted a release from their housing contract must check-out of their campus residence in the appropriate manner or improper check-out charges will be billed to his/her student account. Any student who is not approved to be released from the housing contract by Alvernia University is responsible for continual assessment of housing and board fees on his/her student account

### Security and Damage Deposit

Each resident student is charged a \$200 security and damage deposit the first semester he or she is billed as a resident. The security deposit is refunded, net of damages, when he or she is no longer a resident.

### Room Assignments & Selection

As a part of the total University experience, residence hall life is developed to foster and support a student's personal, social, spiritual, and academic development. Continuing students in good academic and disciplinary standing at the time of returning student housing assignment process have the opportunity to live in University residence halls or townhouses. The housing assignment process begins in the early spring semester to determine housing preferences.

The following priority system is established to guide housing assignments:

- All housing is based on availability of spaces.
- Payment of a housing deposit constitutes the student's intention to seek housing on campus and is not a guarantee that space will be available.
- Alvernia University believes the critical years for creating a foundation for success are the freshman and sophomore years. Therefore, residence hall housing is guaranteed to freshmen students, and every effort is made to accommodate sophomore students.
- Alvernia University does not guarantee on-campus housing for four years.
- Returning students who have not paid the necessary room deposit by the date required will be placed on a waiting list. Students on the waiting list will be assigned housing as space becomes available, and every effort will be made to house wait-listed students.

- The University believes that upper-class students are the most prepared to manage the semi-independent life-style of the University-owned townhouses. Students living in these residences must remain in good academic and disciplinary standing, or they will lose the privilege of a townhouse assignment.
- There is a priority system used in the room selection process. Full details are included in the housing information packet.
- Alvernia University assigns rooms without regard to race, color, religion, or national origin.

### Single Rooms and Medical Singles

Available single rooms are limited. Requests for singles based on medical or physical disability needs are provided pending space availability. Requests for medical singles must be accompanied by a written request, a medical doctor's support of the request and provided along with the University's housing request and application forms. All related paperwork must be submitted to the Health and Wellness Center. Upon approval, students will be charged a single room rate.

### Room Check-In Procedure

When students take occupancy of a room, they must complete a room condition report (RCR) obtained from their Resident Assistant (RA) at the time of check-in. The RCR is kept on file in the Residence Life Office. The student, and his/her roommate, is expected to maintain the room and all furnishings in a careful and proper manner. As stated in the housing contract, residents will be held financially responsible for any damages, unreasonable wear and tear, and/or excessive housekeeping that may result from their occupancy.

### Room Check-Out Procedure

All students must vacate their rooms or townhouses by noon on the day following the last day of final exams or, if finishing final examinations early, within 24 hours of their last examination. Checkout arrangements are the resident's responsibility. Checkout deadline is strictly enforced as specified in the housing contract. Failure to follow specified checkout procedures will result in a \$50 administrative charge levied through the Billing Office. All students must observe the following checkout procedures:

- The room must be cleaned and cleared of all belongings. Students should take all trash to the dumpster areas and are asked not to clutter hallways. Assessments will be conducted regarding any trash and personal belongings left in rooms and halls.
- All furniture that was provided at the beginning of the year must be assembled in the room upon leaving. The student must remove all excess furniture brought into the room or townhouse.
- All resident students must check out through their Resident Assistant or through an Express Check out process. Residents wishing to check out with their RA must schedule a time to check-out with. RAs will post available times prior to exam week.
  - Residents wishing to utilize the Express Check out process may pick up the Express Check out paperwork at the Office of Residence Life, Veronica Hall Information Desk or from their RA. Residents choosing to check out, using the Express Check out process, waive their right to contest any damages found upon final inspection.
  - Residents wishing to check out with their RA will conduct an inspection of their room with that RA and return all keys. RA will inform residents of potential damage billing but at not time does the RA make final billing decisions. Residents will be held financially responsible for damages found by the Office of Residence Life upon their final inspection. Charges for damages and excessive cleaning will be billed to the student.
- Students must lock their room doors and return their room and mailbox key to the Office of Residence Life. As stated on the RCR signed at beginning of the year, failure to return keys or report lost keys indicates a failure to follow checkout procedures. Such actions will result in application of a \$50 administrative charge as well as re-core and replacement key charges.
- No personal property is to be stored anywhere on campus during the summer. The University is not responsible for personal belongings left on campus after the end of the academic year or after

the check out date. Any personal items left on campus after this date will be confiscated and given to a local charity or deposited in the trash.

### Occupancy of Residences

Residences open for the fall semester at 9:00 a.m. on the Thursday proceeding the first day of class for new students and at 12:00 p.m. on the Sunday preceding the first day of class for continuing students. Residents must follow check-in procedures listed above. Occupancy of residences during breaks is only permitted upon approval. Please refer to holiday, break, summer or winter housing portion outlined previously.

Upon approval of the early occupancy request, a fee of \$25 will be assessed. Payment is placed on the students' account with the Billing Office. Students approved for early arrival occupancy need to make separate arrangements for food service. During lunch, a la carte meal may be purchased on a cash-only basis.

Residences are closed or function with limited staffing during Thanksgiving, Christmas, spring, and Easter breaks at 6:00 p.m. the day classes or examinations end. Students who finish final examinations early are required to vacate the residences no later than 24 hours after their last examination. Residences reopen at 12:00 p.m. on day before classes resume.

## **Academic Services**

---

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

### **Career Services (610-796-8225)**

Located in Bernardine Hall, the Career Services Office is designed to assist students in all phases of career decision-making and occupational planning. Resources and staff are available to aid in self-assessment, career counseling, career exploration, and job and graduate school search.

#### **Office Hours**

The Career Services Office is open from 8:30 a.m. to 4:30 p.m., T-F, and from 12:00 – 8 p.m. on Monday evenings to accommodate students and alumni who are unavailable during the day. Call or email to arrange an appointment. Students should also watch bulletin boards and check their campus email for announcements of special career development activities and opportunities.

Many of the resources and handouts from Career Services are available on the website at ([www.alvernia.edu/careerservices](http://www.alvernia.edu/careerservices)), and all jobs listed by Career Services can be searched by students and alumni by registering on the “*College Central*” icon on the same webpage.

#### **Career Library**

Books, pamphlets, brochures, catalogs and other resources are available in the Career Resource Library to assist students in the many information-gathering stages of the career planning process. In addition to information about various job titles, the library also includes catalogs of graduate and professional schools, test registration contacts, internship listings and employer information. No appointment is necessary to use the library, which is located in the Career Services Office, available Monday from 8:30 a.m. to 8:00 p.m. and Tuesday through Friday from 8:30 a.m. to 4:30 p.m.

#### **Job Search Strategy Services**

The Career Services Office maintains contacts with business, industry, and other employers offering full-time, part-time, summer, temporary or permanent employment. The Office also hosts an annual campus career fair to aid in job placement for graduating seniors. Additionally, students have the opportunity to participate in two other regional fairs coordinated with the Office. The Career Services Library contains resource books and handouts helpful in conducting a job search. Workshops are held periodically on conducting a job search campaign, writing resumes, performing in job interviews, and preparing for job fairs. A class on career decision-making is also taught by Career Services personnel.

#### **Electronic Assistance**

“*College Central*” is an on-line job posting system designed to assist student and alumni job seekers with the exploration of employment opportunities and internships. Employers post openings directly onto the “*College Central*” site. Students may post their resumes for employer consideration or simply browse for information by registering on the icon on the webpage, ([www.alvernia.edu/careerservices](http://www.alvernia.edu/careerservices)). Additional online office services are “*VAULT*” which is a large online library resource with over 600 guides for everything students need to jumpstart their career or internship and BerksWorks which is an Berks County employer-based internship list.

### **Educational Technology Services (610-796-8398; Evenings and weekends 610-790-2851)**

Educational Technology is located in the Multi-Media Center on the second floor of the Franco Library and is open Monday through Thursday from 8 am to 9 pm, and Friday and Saturday from 8 am to 4:30 pm. The staff in Educational Technology manages and supports WebCT, classroom technology, and the use of multi-media equipment at all campus sites. In addition, staff members work with faculty and the

library and the information technology staff to integrate multi-media resources into teaching and learning. For computer support, see Information Technology Services.

### **Information Technology (610-796-8411; After hours and weekends 484-955-3381)**

The Information Technology (IT) Department is located on the second floor of the Library and is open Monday through Friday from 8:00 a.m. to 4:30 p.m. After hours and weekend support may be requested by leaving a detailed message at 484-955-3381. IT maintains all University-owned computers and administers the University network. Students must obtain a network user name and password from IT by calling or visiting. The department also assists students with connection to the University network, problems with network or e-mail accounts, or other questions relating to the use of technology in the educational environment.

Labs for student use are available in Bernardine Hall, the Center for Student Life, and the Library. Wireless access to the Internet is available in the Library, Bernardine Hall lobby, the Student Center, the Physical Education Center, the Upland Center, the Center for Student Life, and residence hall study rooms. Computers are also available at satellite sites for student use.

### **Learning Center (610-796-8423 or 610-568-1494)**

#### **Undergraduate**

Tutoring services are available in the Learning Center, located in Bernardine Hall. Professional and peer tutors offer free tutorial services for those who need assistance in reading, writing, mathematics, science, business, the social sciences, and study skills. Day and evening hours are available for students to make appointments or walk in. Tutoring in most subjects can be arranged. Contact the Director of the Learning Center for more information.

#### Learning Center Hours

Monday through Thursday: 8:00 a.m. to 8:00 p.m.

Friday: 8:00 a.m. to 4:30 p.m.

Summer hours—Monday through Friday: 8:00 a.m. to 4:30 p.m.

#### **Graduate**

A list of graduate tutors is available upon request.

### **Library (Circulation and General Information: 610-796-8223; Library Learning Commons Help Desk: 610-796-5517; Email: [library.calendar@alvernia.edu](mailto:library.calendar@alvernia.edu))**

The Dr. Frank A. Franco Library Learning Center houses resources and staff to support students both on and off campus. The virtual library is open 24/7 at (<http://www.alvernia.edu/library>) . In addition to a large print collection, the library offers full-text access to over 20,000 academic journals and ebooks. Virtual access off campus is available to all students by password.

Students may check out books and audio-visual materials with their ID cards and will find class reserve material for reading or viewing at the Circulation Desk. Copy machines and a public fax are also available in the building. For materials not available in print or electronically, students may request an Inter-Library Loan. Forms can be found on the web site as well as in the library.

In the Stairway Mini-Café students can fix a hot drink and get a snack from the vending machine, read the newspaper or a magazine, and check-out a movie from a growing collection containing both classics and current films. The Browsing Room with its collection of popular fiction and non-fiction as well as comfortable furniture and interesting displays is also a welcoming spot.

Wireless throughout, the Franco Library Learning Center is a welcoming place for quiet study or group collaboration. Laptops are available for check-out, and students may use them anywhere in the building.

The Library Learning Commons on the first floor of the building brings together students, librarians, and technologists in a rich learning environment where help is near. In the Bonaventure Reading Room, students will find a variety of sofas, chairs, and tables for individual study or for group work. Poetry readings and other special events are often held in the Bonaventure Room.

The staff of the department of Library and Educational Services includes professional librarians, multi-media specialists, and technologists, many who hold advanced degrees and all who are dedicated to encouraging learning and student success. Librarians also teach information literacy classes and are available to students and faculty to assist with specific assignments or major projects.

#### Library Hours

Monday through Thursday: 8:00 a.m. to 10:30 p.m.

Friday: 8:00 a.m. to 4:30 p.m.

Saturday: 9:00 a.m. to 5:00 p.m.

Sunday: 2:00 p.m. to 10:30 p.m.

(<http://www.alvernia.edu/library>)

#### **Registrar's Office (610-796-8201)**

The Registrar plans the master course schedule, handles course registration and scheduling of all day students, maintains academic records, issues transcripts, and confirms eligibility to receive degrees. The following services are available in the Registrar's Office in Francis Hall: questions regarding academic records, issues letters of enrollment verification, schedule changes (add/drop), permission forms for directed or independent study, and forms for Academic Overload, Repeat/delete, Change of Address, Change of Major, Graduation Application, Transcript Request and Community Service. Questions regarding schedule changes or the rotating schedule of graduate or continuing education courses should be directed to the Graduate and Continuing Education Office, 610-796-8228. Students at satellite sites may register for courses at that site or on IQWeb.

ADA records are maintained by the Acting ADA Coordinator located in the Registrars Office. Questions should be directed to the Acting ADA Coordinator, Francis Hall, x8436.

#### **Student Success and First Year Experience (610-796-8263)**

The Center for Student Success and First Year Experience, located in Bernardine Hall and supervised by the Dean of Student Success, offers students a variety of academic services designed to help them achieve and maintain academic success while at Alvernia University. The Center for Student Success is the home to the Learning Center, which offers tutoring in most subjects, the Genesis Program, which provides support and assistance to those students who are in the process of selecting a major, the Freshman Foundations Program, and the Career Services office. The Center also coordinates the First-Year Seminar and freshmen experience programming.

The Center also provides selected recommended accommodations for students who have special needs, such as a learning disability or a physical disability, which may challenge academic success. Please see the ADA section for more information.

#### Center for Student Success and First Year Experience Hours

Monday through Friday: 8:00 a.m. to 4:30 p.m.

## Student Services

---

### **Athletics and Recreation (610-796-8276)**

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

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

Of vital importance to the student athlete is the University's policy concerning Class Absence for Athletic Competition. This policy is stated in the Student Athlete Manual, and Coaches Manual, which is distributed to every student athlete and coach prior to their season. It is the student athlete's responsibility to know and abide by the policy.

Alvernia University sponsors intercollegiate teams for men in cross-country, lacrosse, tennis, soccer, basketball, baseball, track and field, and golf. Women's teams include cross-country, lacrosse, volleyball, field hockey, basketball, tennis, soccer, track and field, and softball. The coed cheer team, dance team and the Ice Hockey Team are club sports run under the Department of Athletics and Recreation

The Department of Athletics and Recreation also offers a variety of recreation and wellness opportunities throughout the year. The recreation activities are organized by the Intramural Athletic Board (IAB), which is a student run organization. All intramural and wellness opportunities are available to Alvernia students, faculty, and staff.

The Physical Education Center (PEC) on main campus is equipped with a Cardio Center and a Strength Training Room that are available to all Alvernia students, faculty, and staff. These areas include a dance/yoga room, treadmills, elliptical machines, rowers, steppers, bicycles, and strength training equipment. Graduate and Continuing Education students are encouraged to take advantage of the services provided by the Center.

Cardio Center and Strength Training hours of operation changes are posted during University breaks on the Athletics website.

### **ATM**

PNC Bank provides an ATM machine on campus and is located in the lobby of Bernardine Hall.

### **Bookstore (610-796-8250)**

Textbooks, supplies, software, clothing and gifts can be purchased online. Texts may be picked up in the bookstore or shipped directly to your home or place of business. In addition, Alvernia University novelties, greeting cards, snacks, drinks, postage stamps, phone cards, pre-pay phones, electronics and general health and beauty items are available in the store.

## Internet Textbook Orders

Students may place orders on the bookstore's website by logging on to ([www.alvernia.bkstr.com](http://www.alvernia.bkstr.com)). Follow the prompts to select your campus locations, department, course, and section number. Enter your course information and when the textbooks become available, you will receive an email with your shopping cart populated with the books needed for the courses entered. Please select 'yes' when asked if it is okay to substitute "New" if "Used" is unavailable to avoid canceling your order.

## Methods of Payment

- Orders placed on the internet include credit card or financial aid (when applicable).
- In store payment options include cash, credit card, checks, money orders or financial aid (when applicable).

If your bookstore order will be covered by your financial aid, please indicate your Alvernia University Student ID number; in store payment, bring your student ID card. *Please note that you must fill out a Bookstore Account Form to have the funds transferred to your bookstore account—the link to the form is available on the bookstore web site.* Select "Pre-pay/store pick-up" and your order will be waiting for you in the bookstore or select "ship" to have your order sent directly to your home or place of business. When you visit the bookstore to pick up your order, please show your ID and you will receive your bookstore order.

The bookstore is located on the first floor of the Student Center at the main campus in Reading.

### Bookstore Hours

Monday-Thursday: 9:00 a.m. to 6:00 p.m.

Friday: 9:00 a.m. to 4:30 p.m.

Saturday: Open for special events

Extended hours of operation are in effect during the first week of the semester.

Summer hours vary. Please call the Bookstore for specific hours of operation.

## **Campus Shuttle (610-796-8350)**

Alvernia provides a campus shuttle between the Ken-Grill parking lot, Upland Center, Bernardine Hall, and the Angelica parking lot. The shuttle schedule is available by calling Public Safety at 610-796-8350. In the evening upon request, Alvernia can also provide transportation to the BARTA Route 10 bus stop at the corner of Brookline Plaza and Lancaster Avenue. A specific BARTA bus schedule can be found at ([www.bartabus.com](http://www.bartabus.com)). Students wishing to utilize evening transportation to this bus stop should call Public Safety (610-796-8350) to make arrangements.

## **Dining Services (610-796-8222)**

Alvernia's food/dining service is provided by Aladdin Food Management Services, Inc. All members of the Alvernia community may use the dining facilities. Students on a meal plan must present their Alvernia ID/Meal card to the cashier at each meal. See the University Procedures section for exceptions.

### Main Dining Hall (Student Center)

(Operating hours during the Academic Year)

Monday through Thursday: 7 am – 10:45 am; 11 am – 2 pm; 4:30 pm – 7:15 pm

Friday: 7 am – 10:45 am; 11 am – 2 pm; 4:30 pm – 6:30 pm

Saturday and Sunday: 11 am – 1 pm; 4:30 pm – 6:30 pm

Kestrel Café (Bernardine Hall)

(Students can use their meal equivalency for lunch and dinner)

Monday – Thursday: 7:00 am – 6:30 pm

Friday: 7:00 am – 2 pm

Courtside Café (PEC)

(Students can use their meal equivalency for lunch and dinner)

Monday – Wednesday: 8:00 am – 10:30 pm

Thursday and Friday: 8:00 am – midnight

Saturday and Sunday: 7 pm – midnight

Upland Center

(Cash only)

Monday – Thursday: 4:00 pm – 9 pm

Commuter students and visitors are welcome to eat on a cash basis in the main dining hall, Kestrel Café, Courtside Café, and the Upland Center. Satellite sites have student lounge areas and vending machines available for students.

**E2Campus (610-796-8398)**

In an effort to ensure the safety and security of the Alvernia community, the University has adopted e2Campus. E2Campus is a campus-wide, text-messaging and voicemail system that will enable Alvernia University officials to communicate with registered students, faculty, staff, and parents in the event of a catastrophic emergency. Registration is free and can be accessed by clicking on the e2Campus icon, located on the home page of the University website.

**International Student Programs (International admissions counselor: 610-568-1420; Domestic students interested in studying abroad: 610-796-8465)**

Current Alvernia students interested in studying abroad should contact the Dean of Arts and Sciences, (610-796-8465.)

Alvernia officially accepts and hosts individuals from various countries throughout the world. Some come to campus as one year exchange students while others enroll in a traditional 4-year degree program. All international students follow Alvernia's standard admission policies and practices. In addition, standardized test scores of English proficiency may also be required. For more detailed information on applying to Alvernia as an international student, please call the International Admissions Counselor at 610-568-1420.

International students at the Reading campus who have questions related to their acclimation to the United States should contact the Office of Student Life, 610-796-8256; International students at our Philadelphia campus should call 215-635-4734. Those students enrolled in the ESL non-collegiate credit program, should contact the ESL program director at 215-635-0704.

Alvernia fully complies with all Federal mandates concerning international students. The Registrar's Office is responsible for the required record keeping as defined by Immigration and Customs Enforcement (ICE), Student and Exchange Visitor Information System (SEVIS), and the Department of Homeland Security. Prospective international students can obtain further information about how Alvernia reports information to federal agencies by contacting the Registrar's Office at 610-796-8436 or by writing to Jennifer Reimert, Registrar's Office, 400 St. Bernardine St., Reading, PA 19607.

## Safety and Security

### Office of Public Safety (610-796-8350)

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

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

Alvernia, in being true to its mission and its responsibility to its students and employees, is dedicated to doing what is necessary both to maintain the dignity of students and employees and to teach them to accept their roles as responsible men and women in society. Alvernia, therefore, not only distributes this section of this publication as required by law, but also sponsors crime prevention talks presented by local policing authorities or the University's Criminal Justice Club. Discussions of safety procedures and practices are included in new student and employee orientation programs. For campus residents, more frequent reminders are provided.

Students may contact local police at any time a crime is witnessed or suspected, but Public Safety should also be notified so a Safety Officer can escort police to the appropriate place on campus. Investigations are co-conducted through the process of sharing information.

### Campus Call Boxes

Alvernia University has installed emergency call boxes on campus. Call boxes may be utilized in an emergency; pressing the red button immediately sends a distress signal to the Reading Police Department and also notifies Alvernia Public Safety.

### E2Campus (610-796-8398)

In an effort to ensure the safety and security of the Alvernia community, the University has adopted e2Campus. E2Campus is a campus-wide, text-messaging and voicemail system that will enable Alvernia University officials to communicate with registered students, faculty, staff, and parents in the event of a catastrophic emergency. Registration is free and can be accessed by clicking on the e2Campus icon, located on the home page of the University website.

### Escort Service (610-796-8350)

Alvernia Public Safety offers free escort service for students and staff who feel uncomfortable traveling on campus. Students and staff should call x8350 to arrange for this service.

### Parking Lot Cameras

Video cameras are strategically placed in campus parking lots to aid in hindering vandalism to vehicles. Note: Alvernia University assumes **NO LIABILITY** for theft or damages to vehicles parked on premises.

For additional information concerning safety and security contact:

Public Safety Office: 610-796-8350

Public Safety Digital Pager: 610-856-4424

Office of Residence Life: 610-796-8320

Vice President for University Life: 610-796-8211

### **Student Billing Office (610-796-8319)**

The Student Billing Office, located in Francis Hall, offers the following services to students including, but not limited to, payment of student invoices, inquiries on student accounts, administration of the payment plan, placement of Bookstore credit on student's University ID card, and the purchase of commuter meal plans.

#### Office Hours

Monday through Thursday: 8:00 a.m. to 6:30 p.m.

Friday: 8:00 a.m. to 4:30 p.m.

There is a secure drop box located outside the office to receive payments after hours. In addition, detailed account transactions, balance information and online payments are available via the IQ Web module.

### **Student Refunds**

All students with credit balances will automatically receive a refund check unless specific notification has been given to retain for future charges. When anticipated financial aid has been disbursed and all loans have been received by lenders, the amount in excess of tuition and fees will be mailed directly to the student's permanent address.

### **Personal Checks**

Students may cash personal checks up to \$25 per day during normal business hours.

### **Student Financial Planning (610-796-8356)**

The Office of Student Financial Planning, located in Bernardine Hall on the main campus, is the University's information center for questions regarding financial assistance including grants, scholarships, discounts, loans and student employment. Financial aid is processed on an individual basis and is dependent upon many factors including registration and academic progress. Students should contact the Office of Student Financial Planning to ensure all financial aid paperwork is completed. Information regarding financial aid academic standards and policies is available in the Undergraduate Catalog. A financial aid counselor visits the satellite sites periodically; students should check with the site for scheduled visits.

## **INVOLVEMENT OPPORTUNITIES**

---

### **Undergraduate Clubs and Organizations**

Campus organizations offer opportunities to pursue the interests of all students, to meet new people, learn various skills, and develop leadership abilities. A list of registered clubs and organizations is available on the Alvernia website.

### **Undergraduate Student Government (610-796-8341)**

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

### **Development and Recognition of Clubs and Organizations**

Undergraduate student organizations may function officially on campus only after their constitution has been approved by the officers of the University and SGA and is on file with the Director of Student Activities. Procedures for registration of student organizations are available below.

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

Alvernia University strives to support the integration of formal classroom knowledge with extracurricular learning experiences. Through the formal recognition of student groups and organizations, the University encourages students to develop clubs, programs, and events that support and exemplify the core values and the mission of the University.

Throughout the registration process, the Office of Student Activities will:

- Maintain and distribute all appropriate paperwork.
- Work with all potential student clubs and organizations in completing and submitting the necessary paperwork.
- Collect and process all completed paperwork

#### Part I: General Recognition Criteria

1. The petitioning club must have a minimum of five students with the same interest to form a club. Members must be current undergraduate students and be considered in good standing, academic or otherwise.
2. The petitioning club must find an adviser who is a full-time faculty or staff person who is willing to be an active adviser. This person must regularly attend meetings, understand club fund-raising efforts, and maintain contact with club membership. Advisers are held accountable to the University for the proper functioning of the club, including following the mission, abiding by its own bylaws, and spending its funds appropriately. Adviser expectations and guidelines are available from the Director of Student Activities.

3. The petitioning club must complete the Intent to Organize form. All sections of the form must be complete.
4. Proper signatures must be obtained on the Intent to Organize form. See the approval process below for each type of club and what signatures are required.
5. The petitioning club must submit a cover letter explaining how this club/organization would support the concept of Alvernia University's mission statement.
6. The petitioning club must submit a proposed constitution. The constitution must include:
  - a. A name for the organization
  - b. Criteria for membership in the club (i.e. grades, athleticism, honors, etc.)
  - c. A statement of purpose (goals and objectives) of the prospective organization
  - d. Dues requirements or expenses one might incur, if applicable.
  - e. Qualifications for holding office must be specifically stated
  - f. Responsibilities of the officers must be specifically stated
  - g. When club's election/appointment process is held each year (they must be held annually)
  - h. There must be stated provisions in case of a vacancy in an elected office
  - i. Impeachment procedures for removal of officers must be clearly stated
  - j. Every organization is required to have at least one meeting per month
  - k. A quorum shall be more than 50% of the membership
  - l. The procedure for amending the constitution by the membership must be stated

## Part II: Approvals

The approval process for Non-Academic Affiliated Clubs is as follows:

1. Club representatives will submit all required registration materials to the Director of Student Activities. The Director will ensure all registration criteria have been met. The registration materials should be signed, where appropriate, by the club representative and adviser. It is the responsibility of the club representative to secure all required signatures.
2. Once submitted to the Director of Student Activities, the Intent to Organize form must be signed by:
  - a. Director of Student Activities for clubs not religiously or athletically affiliated
  - b. Campus Minister/Director of Campus Ministry for clubs whose purposes, goals and activities are primarily religious in nature
  - c. Director of Athletics for sport-affiliated organizations
3. After receiving the appropriate signature, the petitioning club or organization will then submit a copy of all registration materials to the Vice President for University Life. The Vice President for University Life will review the materials and indicate endorsement or reply to the petitioning club with any concerns or issues. Adjustments will be made by club representatives as necessary or needed.
4. Final approval must be given by the following by signing the Intent to Organize form:
  - a. Provost for clubs not affiliated with religion or sports
  - b. Vice President of Mission for clubs whose purposes, goals and activities are primarily religious in nature
  - c. Vice President of Finance and Administration for sport-affiliated organizations
5. After receiving all of the required signatures, the petitioning club must submit all completed paperwork to the Director of Student Activities who will then submit it to the President of the Student Government Association
6. Upon initial endorsement/approval of the above stated bodies, the petitioning club officers will be invited to an SGA meeting in order to present their club proposal and answer questions.

7. General membership of SGA will then vote on club endorsement. The club representatives and Adviser will be notified within five business days as to the outcome of the vote.

Approval Process for Academic Affiliated Clubs is as follows:

1. Club representatives will submit all required registration materials to the Director of Student Activities. The Director will ensure all registration criteria have been met. The registration materials should be signed, where appropriate, by the club representative and adviser. It is the responsibility of the club representative to secure all required signatures.
2. The petitioning club or organization will then submit a copy of all registration materials to the appropriate academic chair. The academic department chair will review the material and indicate endorsement or reply to the petitioning club with any concerns or issues. Adjustments will be made by club representatives as necessary or needed.
3. The petitioning club or organization will then submit a copy of all registration materials to the appropriate academic Dean. The academic dean will review the material and indicate endorsement or reply to the petitioning club with any concerns or issues. Adjustments will be made by club representatives as necessary or needed.
4. The petitioning club or organization will then submit a copy of all registration materials to the Vice President for University Life. The Vice President for University Life will review the materials and indicate endorsement or reply to the petitioning club with any concerns or issues. Adjustments will be made by club representatives as necessary or needed.
5. The petitioning club or organization will then submit a copy of all registration materials to the Chair of Deans' Council. The Chair of Deans' Council will review the materials and indicate endorsement or reply to the petitioning club with any concerns or issues. Adjustments will be made by club representatives as necessary or needed.
6. The Provost must give final approval by signing the Intent to Organize form.
7. After receiving all of the required signatures, the petitioning club must submit all completed paperwork to the Director of Student Activities who will then submit it to the President of the Student Government Association.
8. Upon initial endorsement of the above mentioned bodies, the petitioning club officers will be invited to an SGA meeting in order to present their club proposal and answer questions.
9. The general membership of SGA will then vote on club endorsement. Club representatives and the Adviser will be notified within five business days as to the outcome of the vote.

### Part III: Rights and Responsibilities of Clubs and Organizations

Registered clubs will have the following opportunities:

- To secure space necessary for meetings, club activities and events.
- To post information about the club (must follow the University-wide posting policy as stated in the Student Handbook).
- To submit a request for funding from SGA. SGA registration does not guarantee SGA or institutional funding.
- To open an Agency Fund through the accounting office. This is the account process the club will use. Clubs will not open an off campus bank account.

To maintain registered status Clubs must:

- Support and exemplify the core values and mission of Alvernia University.
- Hold annual elections for president, vice-president, secretary and treasurer.
- Submit the annual club re-registration form that would include current adviser information within the first month of the fall semester.

- Appoint one club representative who acts as a liaison and attends all SGA meetings and SGA required functions.
- Provide regular updates to SGA regarding club activities, meetings, fund-raising efforts, etc. so that these items may be included in SGA reports.
- Submit all appropriate paperwork for off campus trips and have an adviser present at those events. All off campus events are nonetheless considered a University activity and therefore all rules and policies apply. Forms are available in the Office of Student Activities.
- Participate in and support events and programs such as the Club Fair, Christmas on Campus, maintain a Website on the University's homepage, and Spring Fling.
- Submit an annual report to the SGA Vice President prior to the end of the academic year.
- Amendments to the club's constitution must be approved by the SGA, Director of Student Activities, and Vice President for University Life.

The following guidelines identify the rights of Alvernia University in relationship to registered clubs and organizations:

- The University has the right to regulate the time, place and manner of all activities and to prohibit any activity that is deemed by the administration to create a clear and present danger to a person or property.
- The University has the right to sanction, disband, restrict or limit any activity of any club/organization or participating individual for violations involving misuse of funds, activities contrary to the University's mission and core values, failure to follow University policies and procedures, unauthorized use of the University logo or name, etc.
- The University has the right to restrict funding or other institution support (including SGA funding) for particular activities that are deemed contrary to the institution's mission.

## **POLICY INFORMATION**

### **Campus Policies**

A student found responsible for violation of any campus or residence hall policy may be sanctioned appropriately. Please see University Code of Conduct for sanctioning guidelines.

Alvernia University reserves the right for the appropriate officials to conduct searches if reasonable cause exists to believe that substances are contained in a person's belongings, on the property of the University, or on a person which would constitute a violation of the Student Code of Conduct or local, state or federal laws. A search involves the close physical examination of all areas of concern. Determination of what constitutes "a reasonable cause to believe" that a search is necessary will be made by the Vice President for University Life, the Director of Public Safety or a designated campus official. Items that are forbidden, illegal, or inappropriate by law, rule or policy can be confiscated by Public Safety officers or anyone else representing the administration. The confiscated items will not be returned. Items are donated to a local charity, destroyed or deposited in the trash.

### **Alcohol Policy**

Alcohol is permitted for students of legal age (over 21) and under certain circumstances, but is not permitted for students under the legal age of 21 on the Alvernia University campus. See the Alcohol Policy for additional policy information as related to alcohol use, possession, distribution.

### **Breach of Security**

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

### **Credit Card Marketing**

The University does not allow the marketing of credit cards on campus. The only exception to this policy is marketing pieces that come as first-class mail addressed to an individual by name.

### **Computing Resources Responsible Use Policy**

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

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

Access to the computing resources of Alvernia University is granted subject to University policies, and local, state, and federal laws.

Policy violations that constitute a breach of the student conduct code will be referred to the appropriate authorities. In addition, violations of the law will also be referred to the civil authorities. Information Services Division staff may take immediate action to abate ongoing interference with network and system operations, or to ensure system integrity.

Please see Appendix C: Computing Resources Responsible Use Guidelines for additional information.

### **Copyright Infringement**

Copyright infringement (or copyright violation) is the unauthorized use of material that is covered by copyright law, in a manner that violates one of the original copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works. Copyright infringement is a violation of the University Code of Conduct and federal law. Students found responsible will be sanctioned appropriately. Please see Appendix D: Copyright Guidelines for additional information.

### **Disruptive Behavior**

Disruptive behavior includes any action that disrupts a peaceful environment. When students enter the University community, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purpose of the University. Student conduct, therefore, is not considered in isolation within the University community, but as an integral part of the educational process. Disruptive conduct includes, but is not limited to assault, misconduct, threats to personal safety, harassment, “bullying”, fighting, making excessive noise, and any other type of disruption or conduct that interferes with the rights and opportunities of those who attend the University for the purposes for which the University exists. Additionally, speech or behavior that materially and substantially disrupts the University living environment will not be tolerated.

### **Drug Policy**

The use, distribution or possession of illegal drugs is not permitted on the Alvernia University campus. See Illegal Drug and Substance Policy for additional policy information as related to drug use, possession, distribution.

### **Failure to Comply**

Failure to Comply is failing to comply with the direction of University officials or failure to respond to University business or correspondence in a timely manner. This also includes refusal to respond to a legitimate oral or written request to report to a University official, failure to cooperate, or refusal to respond to the official notification from the Office of Student Life or other department. (i.e. failing to respond to charge letters, failing to pick up sanction letters, failing to complete sanction, refusing to sign for a formal notification letter). Students must also comply with the directives made by public safety or any University official.

### **Fire Safety Policy**

The fire fighting equipment, fire and smoke alarm systems, as well as appropriate procedures are provided for the protection of life and property in case of fire. Tampering in any way with such equipment or failure to comply with fire safety procedures is a violation of the fire safety policy. Furthermore, it is a violation of the fire safety policy to fail to vacate a building if a fire alarm sounds. Violation of the fire safety policy in regard to tampering with equipment will result in a fine and disciplinary action. Failure to follow fire safety procedures will result in disciplinary action.

### **Gambling**

Gambling for profit or gain, including online gambling, is a violation of policy.

### **Harassment Policy**

Alvernia University strives to maintain an environment where all employees and students are free from harassment. The University does not tolerate harassment of any type including but not limited to, stalking, “bullying”, and innuendos. Harassment may be physical, verbal, or electronic. No employee or student is discriminated or retaliated against for bringing alleged issues of harassment to the attention of the University, and are encouraged to do so. If any student feels he or she is a victim of harassment, he or she should report this to the Office of Public Safety, the Office of Residence Life, or the Vice President for University Life. In order that any incident may be immediately addressed, contact should be made within ten (10) days of the occurrence.

### **Hazing Policy**

Hazing is any action taken or situation created that might produce or does produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing is an abusive, insulting and humiliating act on the part of an individual, group or organization that clearly violates the mission of the University. It is also a violation of Pennsylvania law. Violation of this policy will result in disciplinary action against an offending individual or group.

### **Identification Card (ID) Policy**

For purpose of identification, students are required to carry their Alvernia University student identification card at all times.

Identification cards are available in the Public Safety Office. Arrangements are made for satellite students to receive their card at their satellite site.

All new students at Alvernia University are issued their first student ID card at no charge. Valid identification, such as a driver’s license, passport, or military ID, and verification of enrollment status, is required before a student can be photographed and issued a student identification card. For purpose of identification, students are required to carry their Alvernia University student identification card at all times.

Presentation of an ID card is required for services in the cardio center, dining areas, and library. It may also be required for other University activities and services. ID cards may be used for appropriate educational discounts and admission to facilities at other institutions, etc. Failure to produce a valid ID card when requested by a University official, fraudulent use of the card, and/or transfer of an ID card to another person, may result in confiscation, loss of privileges, and/or disciplinary action.

Labels or stickers may not be added to the ID card since their presence would interfere with the electronic reading of the card. Punching holes (for hanging, etc.) and burning (branding) are also prohibited.

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

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

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

### **Influencing a Person to Commit a Violation**

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

### **Invasion of Privacy**

Knowingly invading or infringing on the private space and/or property of another person is an invasion of privacy and subject to disciplinary action.

### **Nondiscrimination Policy**

Alvernia University complies with all applicable federal, state, and local nondiscrimination laws in the administration of its educational programs and services and its employment relationships. See the University Catalog for the full policy.

### **Online Social Networking**

All policies in the University Code of Conduct apply to online social networking. While we do not “police” online social networks for possible violations, the University will respond to all complaints and reports of alleged misconduct, including those online. Students found responsible for violating the Student Code of Conduct will be sanctioned as appropriate.

### **Parking and Vehicular Safety Policy**

All motor vehicles parked on campus must display a current Alvernia University parking permit. A valid state registration card and academic schedule must be presented in order to obtain a parking permit. Parking permits are available from the Office of Public Safety.

### **Location of Parking Permit**

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

### **Temporary Parking Permits**

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

### **Designated Student Parking**

- A color-coded map with parking sign designations are available from the Office of Public Safety.
- Students must park within lined designated parking spaces.
- Students at the satellite sites should make certain they have obtained the proper parking permit for their site, if necessary.

### **Handicapped Spaces**

According to Pennsylvania law, handicap spaces are reserved at all times. Cars parked illegally will be ticketed and towed at the owner’s expense.

### **Fire Lanes**

No one is permitted to park along the sides of roads or in areas marked as fire lanes. Cars illegally parked will be ticketed and towed at the owner’s expense.

### **Speed Limit**

The speed limit on campus is 15 miles per hour.

## Violations

Violations of the campus parking policy include, but are not limited to, the following:

- Refusing to obey campus public safety personnel
- Parking in unauthorized areas
- Operating a vehicle in a reckless manner
- Failure to adhere to campus road signs
- Violating the 15 mph speed limit
- Failing to register, and display, a current Alvernia parking permit

## Violations and Unpaid Fines

- Payment is due within five (5) working days of the ticket issue date. Fines are payable in the Student Billing Office.
- Unpaid fines may result in placement of a hold on a student's official transcript, and/or diploma until full payment is received.
- On campus parking privileges may be revoked either temporarily or permanently.

## Responsibility for Violations

The student in whose name the vehicle is registered on campus is responsible for any penalties arising in connection with the possession or operation of the registered vehicle.

## Appeal Process

Students who choose to appeal their violation may obtain an Appeal Form from Public Safety. Completed forms, including the reason why the appeal is being made, must be returned to the Public Safety Office within five (5) days of the ticket date. A plea of ignorance of the Alvernia University Parking Policy will not be accepted as an excuse for violation.

*Alvernia University assumes NO LIABILITY for theft or damages to vehicles parked on premises.*

## Posting and Advertising Policy

Advertising special events and meetings is a key factor in the success of the University's activities. To provide fair and reasonable access to all posting venues for all constituents and to ensure a standard of appropriateness for posted material based on the University's mission, the following Posting Policy was established. There are certain courtesies regarding the posting of publicity items on campus and on the University network. The Director of Event Management, in the case of faculty/staff sponsored and off-campus organizations, must grant approval of publicity materials prior to posting. The Director of Student Activities or his or her designee, in the case of student sponsored events or programs, must grant approval of publicity materials prior to posting. Approval of the Director of Residence Life or designee is required to post materials in residence halls. Marketing and Communications may stamp materials developed and distributed by their division. Unapproved materials are removed without notice. Each office stamps the material with an approval stamp and an expiration date.

1. Posters, flyers, and electronic announcements are subject to a standard of "not socially offensive" set forth by the Mission of Alvernia University (such as no personal attacks or obscenity). Advertising may not depict characterization of alcohol or other drugs.
2. The name of the sponsoring organization(s) must appear on the posted material.
3. All pertinent information regarding the activity (who, what, when, where) must appear on the posted material.
4. Posters and flyers may not be posted on painted surfaces or departmental bulletin boards.
5. Posters and flyers may not be posted within stairwells or on glass surfaces if doing so blocks vision or causes a safety hazard.
6. Posters and flyers may not be attached to light fixtures, sculptures, and statues.
7. Individuals who post materials are responsible for removing these materials by the expiration date stamped on the flyer. The University removes electronic postings in a timely manner.

8. Courtesy dictates that organizations may not cover or remove any other approved poster(s) if the expiration date has not passed.
9. Chalking is not permitted on exterior surfaces of buildings, light fixtures, park benches, sculptures, statues, trash receptacles, or under building overhangs.

### **Sexual Harassment Policy (See the Harassment Policy)**

#### **Sexual Misconduct Policy**

Sex offenses are serious crimes that are contrary to the values and beliefs espoused by the University. It is a violation of University policy for anyone - student, faculty, administrator, or other employee - to engage in such behavior or to retaliate against anyone initiating an inquiry or complaint in good faith.

Sex offenses are crimes defined as follows in the National Incident-Based Reporting System edition of the Uniform Crime Reporting Program (quoted from 34CFR668, Appendix E):

- Sex Offenses-Forcible. Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- Forcible Rape. Carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (or because of his/her youth).
- Forcible Sodomy. Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault With An Object. Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling. The touching of private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Incest. Nonforcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape. Nonforcible sexual intercourse with a person who is under the statutory age of consent.

The University encourages reporting any and all instances of sex offenses to campus security at once. The community standards of the University and the laws of the local community overlap in many instances, but operate independently of each other. The University may pursue enforcement of its own policies and procedures, where probable cause to do so is indicated, whether or not legal proceedings are underway. Violation of this policy may result in suspension or dismissal from Alvernia University.

#### **Smoke-Free Policy**

Alvernia University is committed to providing a healthy, smoke-free environment for students, staff, faculty, and visitors on the campus by reducing health risks associated with tobacco smoke and minimizing discomfort and inconvenience to non-smokers. Therefore, smoking in campus buildings is not permitted. Smokers should be 25 feet or more from the building and use the containers outside of each building to properly dispose of cigarettes. Smoking cessation clinics are offered through the Health and Wellness Center.

**Solicitation/Sales Policy**

University policy regarding on-campus solicitation prohibits door-to-door sales, sales meetings with groups, placing hand-flyers on cars or under residence hall room doors. Also restricted are sales or promotional tables that are set up in public areas of campus. The Director of Event Management and/or the Director of Student Activities must approve all requests for promotional or sales tables. Unidentified persons and/or unapproved solicitations on campus should be reported to Public Safety immediately.

**Theft and Vandalism Policy/Attempted Theft**

Because the taking or destruction of the property of another is contrary to the values espoused by the University community, neither is tolerated. Anyone found to be in violation of this policy will minimally be required to make restitution up to the full cost of replacement of property stolen or vandalized. Other appropriate sanctions can be imposed by the Director of Community Standards or the Vice President for University Life. Note: Students are to be responsible for their own belongings and for taking reasonable precautions to safeguard them. The University assumes no responsibility for personal property that is lost, stolen or damaged.

**Use of Violence Policy**

No student shall engage in any form of violence directed toward another person or group of people. In addition, responding to violence with violence is a policy violation.

**Visitors**

Visitors to the Alvernia University campus are expected to follow all policies established by the University.

**Weapons and Explosives Policy**

Possession, use, storage or discharge of firearms, fireworks, destructive devices, explosives and combustibles and weapons are prohibited on University property, including University vehicles, personal cars, or when traveling on University business. Weapons include, but are not limited to, firearms, guns, rifles, knives, nun-chucks, throwing stars, brass knuckles, mace, clubs, chemicals such as acids, sling shots, air guns, and paint ball guns. A license to carry the weapon does not supersede the University policy. If an individual has any questions concerning what constitutes a weapon under this policy, they should contact the Office of Public Safety and obtain prior written permission to be in possession of the item in violation of this policy.

## **Policies Particular to the Residence Halls**

---

Living on campus differs fundamentally from living in a personal apartment. Students in residence form a type of union whose goal is a common one: their integral education. Because each member shares this common goal, a spirit of cooperation and concern calls for reasonable regulations. Residents are expected to be active participants in developing and upholding the standards of the residential community. The Director of Community Standards is responsible for ensuring that the University's system of conduct supervision is applied fairly to all students.

Alvernia University is not responsible for personal belongings of residents. Residents are expected to lock their rooms and arrange for coverage of valuable personal effects under their own or their parents' personal property insurance or under a separate renter's policy.

While the University expressly recognizes each resident's right to privacy, it also reserves the right for authorized representatives or University officials to enter student residences and/or to conduct searches, whether a student is present or not, for reasons as described below:

- Rooms and/or townhouses may be entered for regular or emergency housekeeping and maintenance purposes, for the establishment and maintenance of good order. Rooms may be routinely inspected at any reasonable time (ordinarily 7:00 a.m.–9:00 p.m.) for fire hazards, testing of fire safety equipment, maintenance, health and sanitation. Rooms will also be entered for pest control on a scheduled basis.
- Rooms and/or townhouses may be entered when there is probable cause that University policies are being violated. Probable cause is defined as anything that would lead a reasonable person to believe that a violation of University policy or a crime is being or has been committed. In cases where there is probable cause that alcohol is being consumed and/or present in a residence hall room or townhouse, Residence Life staff and/or other University officials may request that the resident(s) open any refrigerator present in the room or house in order to confirm that there is no alcohol. If the student refuses, the staff member may then open the refrigerator. Failure to comply with this request violates University policy, and the University will expect that the item in question will be removed from campus.
- Rooms and/or townhouses may be entered for inspection at any time in an emergency or under suspicion of criminal activity. Prohibited items and/or evidence are subject to documentation and confiscation. This may include, but is not limited to, alcohol bottles/cans, shot glasses, ashtrays, candles, pet food dishes, etc. These items will not be returned to students. Items are donated to a local charity or deposited in the trash.
- Rooms and/or townhouses may be entered when there is reason to believe there is a danger to the health, safety or welfare of the individuals.
- In cases where there is probable cause that an individual is bringing/carrying prohibited items into a residence hall or townhouse, Residence Life staff and/or Public Safety personnel may ask an individual to open grocery bags, book bags, boxes, covered laundry baskets, etc.

A search and inspection involves the close physical examination of all areas, which may include, but are not limited to thoroughly going through all an individual's personal belongings. Determination of what constitutes "a reasonable cause to believe" that a search or inspection is necessary will be made by the Vice President for University Life, the Director of Public Safety or a designated campus official. Except in emergencies, a member of the Residence Life staff will accompany any University representative or official searching residences with probable cause.

All items which are forbidden, illegal, or inappropriate by law, rule or policy, can be confiscated by RA's, the University's Public Safety Officers, or anyone else representing the administration. The confiscated items will not be returned. Items are donated to a local charity or deposited in the trash.

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

### **Compliance with Staff**

Residents and their guests are expected to follow the instructions of Residence Life and University staff (including University administrators, Public Safety Officers, and Resident Assistants) in the performance of their duties. Noncompliance with abuse or threat of abuse to (either physical or verbal), or any behavior which willfully restricts or prevents a member of the Residence Life staff from effectively executing his or her responsibilities will be subjected to disciplinary actions.

### **Damage Policies**

Students are expected to use care in the use of University facilities and furnishings.

- When damage occurs in the residences hall or townhouses, repair and/or replacement costs are billed to the student(s) responsible.
- Students found to have created excessive damages in residential facilities subject themselves to the loss of on-campus housing privileges and other disciplinary actions.
- All residents share responsibility with others in their floor, hall or townhouse for the care and protection of common areas (entryways, emergency exits, lounges/lobbies, hallways, stairwells, screens, bulletin boards, restrooms, etc.). This would include, but is not limited to, the removal of common area furniture. Group damage assessments are made for damages to common areas if a responsible party cannot be identified.

### **Electrical Appliances**

Students are permitted electrical appliances in accordance with the following guidelines:

- All electrical appliances must have Underwriters Seal of Approval.
- String lights/rope lights are permitted in residence hall rooms under the following conditions: manufacturers recommendations must be followed, lights can not be hung around doors, from fire safety equipment or obstruct egress.
- Only UL approved extension cords may be used. Multiple outlet extension cords must have surge protectors. Surge protectors must be plugged directly into wall. Any electrical cords placed on the floor must be taped down, to prevent any tripping hazards.
- One microwave oven only is permitted per room in the residence halls. Power requirements may not exceed 120 volts/10 amps.
- Due to electrical supply, only one microwave is permitted in the kitchen area of any townhouses. Microwaves are not permitted in townhouse or Judge Hall bedrooms.
- One refrigerator only is permitted per room in the residence halls and townhouses. Size cannot exceed 3.6 cubic feet and power requirements may not exceed 120 volts/10 amps.
- Hotpots and indoor grills are permitted only in the kitchen areas of the townhouses and Judge Hall.
- Only coffee makers with auto shut of devices are permitted in all residence hall rooms.
- Cooking appliances with an exposed heating element (such as hot plates, toasters/toaster ovens, deep fryers ,etc.), electric, coal or gas grills, sunlamps, halogen lamps, 5-light multicolored lamps, and other such appliances are not permitted in or near any area of the residence halls or townhouses.
- Exterior antennas, aerials, or satellite dishes are not permitted.
- Unauthorized or dangerous appliances will be confiscated. Confiscated items will not be returned. They are donated to a local charity or deposited in the trash.

## **Fire Safety**

All resident students must abide by the University fire safety policy.

- All candles (decorative or otherwise), incense, incense burners, and any other open flame or open coil materials are prohibited in the residence halls and townhouses.
- Halogen lamps and 5-light multicolored floor lamps are prohibited.
- All residents are expected to familiarize themselves with the emergency evacuation plans. At the sound of a fire alarm, residents are required to evacuate immediately and in an orderly manner. Fire drills are conducted and coordinated by the Public Safety Office periodically during the school year.
- Personal items and/or room furniture may not block or inhibit egress from a room, hallway, or building.
- Absolutely no hazardous materials, ammunition, and/or explosives may be stored in students' rooms.
- Live Christmas trees are not permitted in residence hall rooms, lounges or townhouses.

## **Keys**

Each resident is issued a room key and mailbox key at the time of move in. All keys must be returned to the Office of Residence Life when the student moves out from on-campus housing or changes rooms.

Loss of or failure to return any key will result in lock change and associated cost charges.

- Duplicating University issued keys is prohibited.
- Students may not lend their keys and/or their ID card to others. The only individual authorized to use a residence hall or townhouse key is the individual to whom it was issued by the University.
- Students living in the residential facilities are responsible for their own entry into their locked building and room. Keys should be carried with the student at all times. Students who routinely become "locked-out" may be subject to fines or disciplinary action.
- For security purposes, lost or missing keys should be reported to the Residence Life Office or Public Safety immediately. Check the lost and found, located in the Public Safety Office before reporting to Residence Life.

## **Pet Policy**

Residents may only have fish in aquariums that are no larger than 15 gallons. Other pets are not permitted in the residences for the following reasons: it is inhumane to keep most pets in small quarters; they pose potential health problems, cause destruction of property, and can be disruptive to other residents. Students may be assessed a non-negotiable charge for the disinfecting of a room or residential area where a pet has occupied.

## **Quiet Hours Policy**

Each residence hall community is obliged to maintain an environment conducive to sleep and study. Therefore, "courtesy hours" are considered in effect at all times. Courtesy hours are defined as time during which noise should be kept at a considerate level. In all cases, students are expected to respond cooperatively to staff and other students who make a request for quiet. Any electronic or other equipment that may be causing the noise disturbance may be confiscated, to be returned at the end of the semester or upon the student's withdrawal from the University.

Quiet hours, established for all residents to assure an atmosphere conducive to study, are enforced inside and outside of residences. These are:

Sunday through Thursday: 10:00 p.m. to 9:00 a.m.

Friday & Saturday: 1:00 a.m. to 9:00 a.m.

## **Room Change Policy**

Students may change rooms only with the authorization of the Office of Residence Life. Room Change

Request forms are available in the Office of Residence Life, located in Veronica Hall. Unauthorized room changes are not tolerated under any circumstances and will be subjected to disciplinary actions.

### **Room Consolidation Policy**

In accord with our Catholic, Franciscan mission, and to accommodate space for students, the University has developed a consolidation policy. Consolidation requires that a student living alone in a double, triple, or suite-style occupancy room to:

- Move to another room, accept a roommate assigned by the Residence Life Office, or find another roommate.
- Should a newcomer be assigned to a student's room and that newcomer is made to feel unwelcome, or is coerced into living somewhere else, the student will be referred for judicial action and subject to disciplinary sanctions including suspension or dismissal from Alvernia University.
- Should a newcomer be assigned to a student's room the Office of Residence Life will make reasonable attempt to contact the current occupant of the room and inform them of the new roommate.
- All students living alone in a double, triple, or suite style occupancy are asked to maintain the vacant space and have it available for a potential roommate at all times.

### **Room Decoration**

Room decorations can reflect individuality, personality, and character, however decorations inside a student's room are expected to be in good taste and within the values espoused by the University. The hallways of residence halls and townhouses are considered "public access"; therefore limitations may be imposed if decorative items placed on exterior doors and windows are in poor taste, lewd, or offensive. Damage charges may be incurred by failure to adhere to these regulations. The following criteria apply to room decorations:

- No item may be hung from a light fixture or life/safety device.
- No decorative candles or potpourri burners.
- No metal tip dart boards.
- Empty alcohol containers or paraphernalia (bottles, cans, boxes, shot glasses, etc.) may not be used for decoration. (See campus policy on Alcohol & Drugs)
- No stickers or glow-in the-dark stars may be affixed to the walls, ceilings or furnishings.
- Sheets, banners or other such objects may not be hung outside of windows or on the exterior portion of any residence hall or townhouse.
- Residents may not paint, wallpaper, panel rooms, construct attached structures in rooms, or remove window screens.
- Lofts are permitted only with supplies provided by the University. Students should contact the Office of Residence Life for information

### **Smoke-Free Policy**

Alvernia University is committed to providing a healthy, smoke-free residential environment for students by reducing health risks associated with tobacco smoke and minimizing discomfort and inconvenience to non-smokers. Therefore, smoking anywhere in residential facilities is not permitted. Smokers are asked to maintain a reasonable distance from residence halls while smoking (25 feet or more) to avoid smoke from drifting back into the building as well as to be courteous to those who must enter or exit the buildings. Smokers are also expected to use the receptacles outside of buildings.

### **Sports and Recreation**

Sports activities within and immediately outside the residential facilities increase the possibility of personal injury and/or damage and create disturbances. No sports activities and/or horseplay are permitted near entrance ways and in or around parking lots. All recreational and/or athletic activities are to be confined to exterior areas that are designated for such use, or the Physical Education Center.

Failure to abide by such policy will result in disciplinary actions and possible confiscation of the equipment being used.

### **Waste Disposal**

All room trash/recyclables must be deposited in dumpsters located adjacent to the residence hall area. Under no circumstances should room trash/recyclables be placed in the bathroom.

### **Water-Filled Furniture**

Waterbeds and other pieces of water-filled furniture are not permitted because of the weight and potential of water damage.

### **Weights**

The University does not permit weight benches or large exercise equipment (commercial or handmade) in the residence halls.

### **Visitation and Guest Policy**

The following visitation policies are designed to recognize both the students' rights to a secure, quiet environment and the desire of the University to encourage interaction among members of the University community.

#### Visitation Policies-General

- A guest is defined as anyone who does not live in that particular campus residence.
- A student's right to have a guest is, in all cases, superseded by the roommates' and/or suitemates' right to the uninterrupted use of the room/suite. The privacy of the roommate and/or suitemate will take priority over a guest.
- Visitation hours in all campus residences are:  
Sunday through Thursday: 9:00 a.m. to 12:00 a.m. (midnight)  
Friday & Saturday: 9:00 a.m. to 3:00 a.m.
- All hosts are expected to have their guests leave residences in a timely fashion.
- Visitation hours apply to the private sleeping rooms of the townhouses, but the common areas of the townhouses have 24 hour visitation privileges. Twenty-four hour lounge visitation privileges do not exempt townhouse residents from registering overnight guests in accord with the policy below.
- Visitation hours apply to the private sleeping rooms of all residence halls. The following lounge areas have 24 hour visitation privileges: Anthony Hall first floor lounge and Anthony Hall first floor study room, Clare Hall second floor lounge, Francis Hall 200 level lounge, Judge Hall first floor lounge, and Veronica Hall Study Room. These areas are expected to be in compliance with quiet hours and all other residential policies. Twenty-four hour lounge visitation privileges do not exempt residents from registering overnight guests in accord with the policy below.
- Unregistered or unauthorized people found to be living in University residences will be issued a notice of trespass and required to leave campus immediately. The host may be subject to disciplinary action.
- Residents must escort his/her guests when in the residence hall at all times. An unescorted guest will be asked to leave the hall at once.
- Guests may enter residences only during visitation hours and at the expressed invitation of an occupant of the residence entered. All others will be treated as trespassers.
- Guests are expected to abide by all University regulations while visiting the campus.
- The resident host is responsible for ensuring that his/her guests are familiar with and comply with all University policies and procedures. The resident host will be held responsible for any policy violations, damage, etc., attributable to their guest's actions.
- Guests are required to follow any and all procedures and policies established for each residence. Guests not adhering to University policies may be asked to vacate the campus immediately.

- Residents and their guests are expected to be aware of the rights of other members of the residential community.

Visitation Policies-Overnight Guests. Resident students are permitted to have overnight guests within these guidelines:

- Guests must be of same gender as the host, with the exception of younger siblings under the age of 13.
- A student's right to have an overnight guest is, in all cases, superseded by the roommates' and/or suitemates' right to the uninterrupted use of the room/suite. The privacy of the roommate/suitemate will take priority over an overnight guest.
- Residents may have only two overnight guests per night. Between roommates, there can be no more than three overnight guests per room per night.
- The same overnight guest is limited to three consecutive nights and may not stay for more than fifteen nights per semester.
- Overnight guests must be registered at the Information Desk at Veronica Hall. Overnight guests register by completing the Overnight Guest Form. The guest is issued an overnight guest pass, which must be carried at all times and returned to the desk upon checkout. If the guest is not properly registered at the Information Desk at Veronica Hall, the guest will not be permitted to reside overnight in a campus residence. Please schedule your overnight guest check-ins according to the posted Information Desk hours.

## Alcohol Policy

---

### Introduction

University regulations governing the use of alcohol are designed first and foremost to ensure the personal health and safety of each member of the Alvernia University community. In addition, University policies and procedures are intended to foster an environment that facilitates student learning, promote sound judgment, respect for the rights of others, and acceptance of personal responsibility for one's behavior.

It is the duty of all students to conduct themselves in a manner consistent with University regulations and to help others do likewise. In all instances, students are considered fully responsible for their own actions and personal well-being. Students also are encouraged to be mindful of the well-being of others. Any behavior which puts health or safety at risk or which infringes on the rights of others is antithetical to the mission of Alvernia University.

The University encourages all students to consider carefully the potential dangers of alcohol consumption and reminds students that they are responsible for abiding by all federal, state and local laws and institutional policies relative to the possession and consumption of alcohol.

### Education

The University takes seriously its responsibility to educate students regarding the effects, uses, and abuses of alcohol. The University delivers a full complement of programs and services intended to help students make healthy decisions. In addition, the University regularly monitors the patterns of alcohol use in order to provide the community with accurate information.

### Relevant Laws

See Appendix A for the federal and state legal standards with respect to alcohol.

### Major Alcohol Policy Statements

For the reason and rationale noted above, the following major policies are those from which the University derives all other alcohol policies and procedures.

Students who are 21 years of age or older may legally and responsibly possess and consume alcoholic beverages in their own rooms, apartments, or townhouses (i.e., living units), provided the residences in which the living units are located have not been declared alcohol-free, as well as allow others who also are of legal age to do so in their company.

Students who are under 21 years of age but who are the registered roommates of legal-age students may be in the presence of their roommates, but not guests, during such consumption in their own rooms, apartments, or townhouses (i.e., living units), provided the residences in which the living units are located have not been declared alcohol-free, while they themselves remain prohibited from possessing or consuming. All roommates must agree prior to the invitation and activities of guests.

Behavior or misconduct resulting from the use or abuse of alcohol by a student or group of students on or off campus is a violation of the University's Alcohol Policy and will be subject to University judicial actions as well as the applicable state or local laws when police file charges.

Drunkness (visible intoxication) anywhere on or off campus is prohibited. The abuse of alcohol by individuals of any age will not be tolerated and students will be held responsible for their actions as members of the Alvernia University community.

**Medical Amnesty Policy:** In cases of intoxication and/or alcohol poisoning, the primary concern is for the health and safety of the individual(s) at risk. Individuals are strongly encouraged to call for medical assistance for themselves or for a friend/acquaintance who is dangerously intoxicated. A student seeking assistance from University personnel or medical treatment for him/herself or another student will not routinely be subject to disciplinary action for alcohol violations. Students will be required, instead, to consult with the Director of Community Standards and may be required to participate in an appropriate educational program, which will not be noted in the student's disciplinary file. Patterns of such incidents, however, particularly if there is evidence that the reporting student is found to have contributed to another student's impaired physical condition (e.g., purchasing or furnishing alcohol to that student) or incidents in which federal, state, or local laws may require disciplinary action may be subject to disciplinary action. Students are reminded that, in a community setting, all are expected to take responsibility for the well-being of others.

### **Alcohol at University Sponsored Events**

1. Alvernia University faculty, staff, students and guests, who are 21 years or older may possess and consume alcohol at locations where alcohol is approved and provided by the University.
2. The University retains the right to request identification and proof of age from all persons seeking admission to University event where alcohol will be served.
3. Carrying open containers outside of the event is prohibited.
4. Non-alcoholic beverages and food must be served when alcohol is served.

### **Alcohol in the Residence Halls**

1. Alcohol is not permitted in any living units in Anthony Hall, Clare Hall, or Veronica Hall. All living units in those halls are designated alcohol free. No one, regardless of age, is allowed to possess or consume alcohol in those buildings.
2. Alcohol is permitted in the living units of the other residence halls, under the conditions outlined in the Major Alcohol Policy Statements above. When alcohol is being consumed, doors to living units must be kept closed; an open door causes a living unit to be considered a public space, in which alcohol consumption is not permitted.
3. Presence in any living unit (room, apartment, or townhouse) where an alcohol policy violation is taking place, even if not actually in possession of or consuming alcoholic beverages, will result in disciplinary action.
4. Residents holding a gathering in their living unit where an alcohol violation is taking place will be considered the hosts. Hosts can be held responsible for injury or damage occurring to any person or property in which the consumption of alcohol was a contributing factor. Hosts will be subject to disciplinary action and may receive more serious sanctions.
5. At the time of an alcohol violation, all alcohol and containers will be confiscated and properly disposed of regardless of the age of the occupant(s) or the designation of the living unit as one in which alcohol is permitted or not permitted.
6. Kegs, beer balls and multi-quart containers of alcohol are prohibited in all living units at all times.
7. Possession of grain alcohol is prohibited at all times.
8. If a student is of legal drinking age, s/he may transport an alcoholic beverage as long as it is in its original closed container. *Only Alvernia University students of legal drinking age may transport alcoholic beverages.*
9. Consumption of any form of alcohol in an open container, including but not limited to cups, cans, plastic containers or bottles, is prohibited outside a student's living unit and/or any outside campus area.

10. Games or activities that encourage excessive drinking (i.e. beer pong, flip cup, beer funnels, etc.) or the serving of alcohol that lead to the endangerment of an individual's well being or to clear property damage will not be tolerated.
11. Consumption of alcohol to the point of intoxication, regardless of age, is prohibited. Behavioral symptoms frequently associated with intoxication will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others. A person in this condition may be asked to leave the campus. If the person is a student, the student's family or emergency contact may be called to assist. Other guests may have a taxi called (at the intoxicated person's expense) to take them to their permanent residences.
12. Alcoholic beverage containers and paraphernalia designed for rapid ingestion of alcohol (i.e., shot glasses, funnels, etc.) are prohibited. Empty cans and bottles are permitted as room decorations only in the living units within the residences in which alcohol is permitted.
13. In appropriate disposal of glass bottles or other alcoholic beverage containers, intentional breakage of glass containers, or failing to clean up unintentionally broken glass will be subject to disciplinary action.
14. For a listing of consequences for non-compliance, please refer to the sanctions listed below.

To help students understand what is and what is not permitted under the **Alcohol in the Residence Halls regulations** the following interpretation is included:

Persons under the age of twenty-one **MAY NOT**...

- ...be in possession of or in the presence of alcohol in any living unit, except as outlined in the Major Alcohol Policy Statements above.
- ...permit persons to bring in or consume alcohol in their living unit.
- ...carry opened or unopened alcoholic beverage containers any place on campus.
- ...provide alcohol to any persons on campus.
- ...possess alcohol displays made up of empty alcoholic beverage containers.

Persons twenty-one and older **MAY NOT**...

- ...consume alcohol outside of a living unit in a residence in which alcohol is permitted (e.g., lobby, hallways, stairwells, grounds, etc.).
- ...possess/consume alcohol in a residence designated alcohol-free. It is the responsibility of each student to know whether or not a residence is one in which alcohol is permitted or not.
- ...permit underage persons to possess or be in the presence of alcohol in their living unit, except registered roommates, under the circumstances outlined in the Major Alcohol Policy Statements above.
- ...provide alcohol to others under the age of twenty-one.
- ...charge in any way for alcohol consumption by others.
- ...possess kegs, beer balls, or paraphernalia that promotes excessive consumption of alcohol.

Persons twenty-one and older **MAY**...

- ...possess/consume alcohol in their own living units if the units are in residences in which alcohol is permitted, and all those present are of legal drinking age or are registered roommates, under the conditions outlined in the Major Alcohol Policy Statements above.
- ...consume alcohol in another living unit if it is in a residence in which alcohol is permitted, and all those present are of legal drinking age.
- ...transport unopened alcoholic beverage containers within University housing areas (must be packaged and out of plain view).
- ...provide alcohol in their own living units to others of legal drinking age.

*Note: Persons who are present within a living unit in which alcohol is being consumed by those over or under the legal drinking age will be presumed to have been in some way involved if Public Safety, RAs, GHDs, or other University officials are called to the scene. This is because it is not possible to distinguish who is actually consuming or possessing alcohol on an individual basis where a number of persons are present. Officials will collect all names and verify by examining IDS, as they respond to and/or disperse a gathering, and will include those names in any report(s) they may file. Our Community Standards staff will determine the appropriate follow-up responses.*

### **Sanctions/Corrective Initiatives**

Alvernia University is in partnership with Caron Treatment Centers to provide appropriate programming, counseling, and assessment strategies which meet the needs of students who violate Alvernia University's Policies.

In addition, the following specific sanctions guide the University in situations involving illegal drugs or substances after a due process hearing. If the student takes responsibility or is found to be responsible at the hearing, the following sanctions can be applied as listed under the specific violation.

In the event a student does not attend his/her scheduled hearing, the hearing will take place in absentia and the student is responsible for any sanctions imposed in his/her absence.

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

In addition, at the discretion of the Director of Community Standards, students may be referred to the Vice President for University Life for additional sanctioning which may include suspension.

### **In the Presence**

#### **First Offense**

- If there are no circumstances to dictate stronger action, a conduct warning with copy to disciplinary file.
- Parental/guardian notification.

#### **Second Offense**

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

#### **Third Offense**

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

### ***Use/Possession***

#### **First Offense**

- Required attendance at a scheduled Caron Treatment Centers AIP intervention.
- Required attendance at a scheduled Caron Treatment Centers Level I Education Program. In cases where the student has exhibited behaviors and/or actions which are cause for serious

concern, the Level I Education Program may be replaced with a Level II or Level III Assessment and Education Program.

- The student is responsible for all applicable fees to the Caron Treatment Centers and/or outside agencies, including the initial intervention and all subsequent education programs. All fees will be billed to the student.
- Automatic billing and reschedule if a student does not attend the required, scheduled intervention and/or education program.
- Required completion of and compliance with any and all intervention and prescribed programming.
- Failure by the student to comply with the intervention, required programming and any required recommendations of the Caron Treatment Centers will result in suspension until all recommendations are completed.
- The student is responsible for all transportation for off-campus assessments and programming.
- Signed waiver giving permission for all intervention and programming recommendations will be forwarded to the Director of Community Standards.
- Receipt of a discipline warning (in writing) of future disciplinary actions if violations continue.
- Parental notification.
- Appeal process explained in writing.

### **Second Offense**

- Required attendance at a scheduled Caron Treatment Centers Level II Assessment and Education Program. In cases where the student has exhibited behaviors and/or actions which are cause for serious concern, the Level II Assessment Education and Program may be replaced with a Level III Assessment and Education Program.
- The student is responsible for applicable fees to the Caron Treatment Centers and/or outside agencies, including the initial intervention, assessment and all subsequent education programs. All fees will be billed to the student.
- Automatic billing and reschedule if a student does not attend the required, scheduled intervention, assessment and/or education program.
- Required completion of the intervention, assessment and prescribed programming.
- Failure by the student to comply with the Caron Treatment Center's intervention, assessment, program and recommendations will result in suspension until all recommendations are completed.
- The student is responsible for all off-campus transportation for intervention, assessment and programming.
- Signed waiver giving permission for all intervention, assessment and programming recommendations will be forwarded to the Director of Community Standards.
- Receipt of a discipline warning (in writing) of future disciplinary actions if violations continue.
- Probation for one academic semester with consequences explained, verbally and in writing, for any violations of the terms of probation.
- Parental notification.
- Appeal process explained in writing.

### **Third Offense**

- Required attendance at a scheduled Caron Treatment Centers Level III Assessment and Education Program.
- The student is responsible for applicable fees to the Caron Treatment Centers and/or outside agencies, including the initial intervention, assessment and all subsequent education programs. All fees will be billed to the student.

- Automatic billing and reschedule if a student does not attend the required, scheduled intervention, assessment and/or education program.
- Required completion of the intervention, assessment and prescribed programming.
- Failure by the student to comply with the Caron Treatment Center's intervention, assessment, program and recommendations will result in suspension until all recommendations are completed.
- The student is responsible for all off-campus transportation for intervention, assessment and programming.
- Signed waiver giving permission for all intervention, assessment and programming recommendations will be forwarded to the Director of Community Standards.
- Probation for one academic semester with consequences explained, verbally and in writing, for any violation of the terms of probation.
- Parental notification.
- Appeal process explained in writing.

#### **Fourth Offense**

- Suspension from Alvernia University for one academic year.
- Parental notification.
- Appeal process explained in writing.
- Reinstatement process explained in writing,

#### **Immediate Intervention and/or Medical Assistance Required**

- Immediate Interim Suspension and return pending the results of an assessment from a Caron Treatment Centers College Specialist.
- All sanctions as outlined in “Alcohol – Third Offense” (above).

## **Illegal Drug and Substances Policy**

---

### **Illegal Drugs/Substances**

The use, possession, sale, and distribution of illegal drugs/substances are prohibited on the Alvernia University campus. The University seeks to promote a drug and substance free environment through education, motivation initiatives, and counseling services. Helping students make good choices about illegal drugs and substances is a campus priority that is reflective of the mission of Alvernia University.

It is the duty of all students to conduct themselves in a manner consistent with the University's policies and regulations. Likewise, in all instances, students are considered fully responsible for their own actions and personal well-being.

In addition, students also are encouraged to be mindful of the well-being of others. Any behavior related to illegal drug or substance use which puts the health or safety of others at risk, or which infringes on the rights of others, does not reflect the mission of Alvernia University.

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

### **Education**

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

### **Relevant Laws**

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

### **Alvernia Illegal Drugs/Substances Policy**

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

- The use, sale, possession, and distribution of illegal drugs or substances are serious violations of federal, state, and local laws. Any involvement with illegal drugs or substances (on or off campus) will result in investigations by Alvernia University's Administrators, Public Safety Officers, the local police, and other special investigators (as needed). Appropriate charges will be filed as determined by the various investigations.
- Possession of illegal drugs/substances in any amount is a violation of federal, state, and local law and the University's Drug Policy.
- All assigned residents of an area (room, suite, apartment or townhouse) in which illegal drugs are found, shall be held charged with "possession."
- Any student present, but not possessing or using illegal drugs/substances in an area (room, suite, apartment, townhouse, or off-campus location) in which drugs/substances are found, are "in the presence" of drugs/illegal substances.
- Paraphernalia related to illegal drug/substance use and abuse is prohibited. This includes, but is not limited to: rolling papers, needles, bongs, hookahs, marijuana pipes, pocket scales, packets, etc.
- Behavior or misconduct resulting from the use or abuse of illegal drugs or substances by a student or group of students on or off campus is a violation of the Alvernia Code of Conduct and will be subject to judicial actions as well as the applicable state or local laws when police file charges.

- Visible intoxication from illegal drugs or substances anywhere on or off campus is prohibited. Such behavior violates the Alvernia Code of Conduct. The student will be held responsible for his/her actions as members of the Alvernia community.
- Medical Amnesty Policy: In cases of intoxication from illegal drugs or substances, the primary concern is for the health and safety of the individual(s) at risk. Individuals are strongly encouraged to call for medical assistance for themselves or for a friend/acquaintance who is dangerously intoxicated. A student seeking assistance from University personnel or medical treatment for him/herself or another student will not routinely be subject to disciplinary action for illegal drug or substance violations. Students will be required, instead, to consult with the Director of Community Standards and may be required to participate in an appropriate educational program, which will not be noted in the student's disciplinary file. Patterns of such incidents, however, particularly if there is evidence that the reporting student is found to have contributed to another student's impaired physical condition (e.g., purchasing or furnishing illegal drugs or substances to that student) or incidents in which federal, state, or local laws may require disciplinary action may be subject to disciplinary action. Students are reminded that, in a community setting, all are expected to take responsibility for the well-being of others.

### **Sanctions/Corrective Initiatives**

Alvernia University is in partnership with Caron Treatment Centers to provide appropriate programming, counseling, and assessment strategies which meet the needs of students who violate Alvernia University's Policies.

In addition, the following specific sanctions guide the University in situations involving illegal drugs or substances after a due process hearing is held for the student to hear and respond to the specific charges. If the student takes responsibility, or is found to be responsible at the hearing, the following sanctions can be applied as listed under the specific violation.

In the event a student does not attend his/her scheduled hearing, the hearing will take place in absentia and the student is responsible for any sanctions imposed in his/her absence.

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

In addition, at the discretion of the Vice President for University Life, a student may be referred to the Vice President for University Life for additional sanctioning which may include interim suspension.

### **Sale, Distribution, or Intent to Deliver**

- Local police and/or University Public Safety investigate and file charges.
- Immediate Interim Suspension from the University and the return pending the outcome of the investigation.
- Parental notification.
- If found guilty, dismissal from Alvernia University.
- Appeal process explained in writing.

### **Use/Possession**

#### **First Offense**

- Local police and/or University Public Safety investigate and file charges.
- Required attendance at a scheduled Caron Treatment Centers Level II Assessment and Education Program. In cases where the student has exhibited behaviors and/or actions which are cause for serious concern, the Level II Assessment and Education Program may be replaced with a Level III Assessment and Education Program.

- The student is responsible for applicable fees to the Caron Treatment Centers and/or outside agencies, including the initial intervention and all subsequent education programs. All fees will be billed to the student.
- Automatic billing and reschedule if a student does not attend the required, scheduled intervention and/or education program.
- Required completion of the intervention and prescribed programming.
- Failure by the student to comply with the Caron Treatment Centers intervention, required programming and any required recommendations will result in suspension until all recommendations are completed.
- The student is responsible for all off-campus transportation for intervention and programming.
- Signed waiver giving permission for all intervention and programming recommendations be forwarded to the Director of Health and Wellness.
- Probation for one year following incident.
- Parental notification.
- The appeal process explained in writing.

### **Second Offense**

- Required attendance at a scheduled Caron Treatment Centers Level III Assessment and Education Program.
- The student is responsible for applicable fees to the Caron Treatment Centers and/or outside agencies, including the initial intervention, assessment and all subsequent education programs. All fees will be billed to the student.
- Automatic billing and reschedule if a student does not attend the required, scheduled intervention, assessment and/or education program.
- Required completion of the intervention, assessment and prescribed programming.
- Failure by the student to comply with the Caron Treatment Centers intervention, required programming and any required recommendations will result in suspension until all recommendations are completed.
- The student is responsible for all transportation for off-campus intervention and programming.
- Signed waiver giving permission for all intervention, assessment and programming recommendations be forwarded to the Director of Health and Wellness.
- Probation for one year following the incident.
- Parental notification.
- Appeal process explained in writing.

### **Third Offense**

- Local police and/or University Public Safety investigate and file charges.
- Recommendation by the Director of Community Standards to the Vice President for University Life for possible suspension for one full academic year.
- The Vice President for University Life will hold a hearing with the student to determine if the recommendation of suspension is to be forwarded to the Vice-President of University Life or if the student is to be referred to a Caron Treatment Centers University Specialist for completion of an AIP/DIP Level III Program of assessment and treatment.
- If suspension is implemented, the appeal process will be explained and handed to the student.
- If a Caron Treatment Centers assessment and treatment is implemented:
  - Upon completion, the student would continue on probation (extended for another year) but avoid suspension as recommended by the Director of Community Standards.
  - The student is required to complete the assessment and all recommended additional treatment. Failure by the student to comply with the outcomes and recommendations

of the Caron Treatment Centers assessment will result in suspension until all recommendations are completed.

- The student is responsible for all transportation to and from assessment and recommended treatment.
- Automatic billing and reschedule if a student does not attend the required assessment and/or treatment.
- The student is responsible for applicable fees to the Caron Treatment Centers and all other recommended treatment performed by Caron and/or outside agencies. All fees will be billed to the student.
- Signed waiver giving permission for all assessment and treatment recommendations be forwarded to the Director of Health and Wellness.

#### **Fourth Offense**

- Local police and/or public safety investigate and file charges.
- Immediate Interim Suspension from the University pending outcome of investigation.
- Parental notification.
- If found guilty, immediate dismissal from Alvernia University.
- Appeal process explained and handed to the student.

#### Immediate Intervention and/or Medical Assistance Required

- Immediate Interim Suspension and return pending the results of an assessment from a Caron Treatment Centers University Specialist.
- All sanctions as outlined in “Drugs and Illegal Substances – Third Offense” (above).

### **In The Presence**

#### **First Offense**

- The student will pay a \$20.00 fine payable to Alvernia University.
- Parental notification.

#### **Second Offense**

- The student will pay a \$40.00 fine payable to Alvernia University.
- Required counseling by an Alvernia University Health and Wellness counselor for good decision-making.
- Parental notification.

#### **Third Offense**

- The student will pay a \$60.00 fine payable to Alvernia University.
- Required counseling by an Alvernia University Health and Wellness counselor for good decision-making.
- Parental notification.

### **Special Notes:**

1. “Look-a-Like” drugs (sale, distribution, or use) are considered to be a violation of Alvernia University’s Illegal Drugs/Substances Policy (see illegal drugs/substances heading). Look-a-like drugs are drugs or drug paraphernalia that resemble ordinary household or common legal products.
2. Alvernia students are not permitted to sell or distribute prescription drugs that were prescribed for their personal use (see illegal drugs/substances).
3. Use of prescription drugs by any student other than the named individual on the prescription itself or the pharmaceutical bottle is a violation of policy and illegal in terms of Alvernia University’s Policy (see illegal drugs/substances heading).

4. Students who experiment with or are dependent upon drugs or alcohol can receive help voluntarily or involuntarily. In all cases, the University will pursue a course of action designed to promote the well-being of the student, protect the welfare of the University community, and demonstrate respect for federal and state laws. Every attempt is made to design a treatment program that allows a student with a substance abuse problem to remain in school. Confidentiality is held in the highest regard.

In a commitment to informing the entire University community of the risks and dangers of drug and alcohol abuse, Alvernia University sponsors numerous programs including lectures, student-sponsored events, and educational software and web-based programs. The University offers counseling and referral services for assessment and treatment.

*Contact the Health and Wellness Center at 610-568-1467.*

## **UNIVERSITY CODE OF CONDUCT**

---

An academic community exists for the communication of knowledge and for the development of creative and critical judgment in a sustained and independent search for the truth. A student registering at Alvernia University accepts the duties and responsibilities of a member of a private educational community. In return, the University promises a fair process to every student who becomes involved in a disciplinary situation.

### **Code of Conduct**

The Code of Conduct is a general statement of the rules of good order that are meant to inspire and create an environment conducive to personal growth and development. The guidelines and expectations outlined in the Code of Conduct delineate reasonable boundaries for responsible behavior from which specific policies follow.

Alvernia University grounds these expectations in the core values of the Franciscan tradition - service, humility, peacemaking, contemplation, and collegiality. Together they form the foundation for decision-making and for our relationship with one another. As members of the Alvernia University community, each of us willingly proclaims common ownership of these core values. Violations of the Code are considered detrimental to the common good of the community and are subject to disciplinary action.

Students are expected to honor the University Code of Conduct at all times. All policies of Alvernia University concerning student conduct, inappropriate actions, and illegal situations pertain to all campus locations. In addition, the University has a requisite interest in its students at off-campus locations where conduct, behavior, and/or illegal actions violate or reflect poorly on Alvernia's policies, standards, or core values. When on- and off-campus, Alvernia's students represent the University and therefore, they are expected to represent the University in a positive way. Reports of off-campus incidents will be processed in the same procedural manner as those on-campus.

The following responsibilities and expectations flow from the core values of Alvernia University:

- To read, know, and comply with the content, intent, and spirit of University policies and procedures.
- To respect the personal rights of others is a fundamental expectation of the University community. Any form of verbal, physical or psychological abuse, threats to self or others, harassment including sexual harassment, hazing, unwanted sexual contact, or action that endangers others is not acceptable.
- To respect the personal property of others and of the University. Actual or attempted theft of and/or damage, destruction, vandalism, to University property or the property of others is not acceptable.
- To utilize University property and premises for its intended use. The misuse of property, unauthorized entry or use of University property and/or premises including but not limited to unauthorized use or possession of University-owned furniture or equipment, the unauthorized possession, use or duplication of University-issued keys or unauthorized entry or use of University premises likewise is not acceptable.
- To acknowledge the rights of others. For the sake of good order, restraint of freedom of movement or expression, or disruption of the normal functions of the University and its activities are not tolerated.
- To act as responsible citizens of the University and local community. Students are expected to know and abide by their legal obligations. Violations of local, state, and federal laws, including those governing the possession, use, and sale of controlled substances, including alcohol, are not acceptable.

- To conduct oneself in a mature and civil manner as a member of the University community. Misconduct includes, but is not limited to: uncivil language such as excessive swearing; conduct which is disorderly, lewd, or indecent; breach of peace, or that which otherwise reflects poorly upon the Alvernia University community.
- To conduct oneself as a positive representative of Alvernia University. Misconduct in the pursuit of academic endeavors, in interaction with members of the University community, or at another institution while acting in the University's behalf is not acceptable.
- To respect the differences of others within a diverse University community and to reflect humility and charity, the hallmarks of personal conduct in the University community. The intimidation or terrorizing of others by racist, sexist, political or other means is, contrary to the mission of the University.
- To act or threaten harm to self or others by any member of the Alvernia University community is considered to be a very serious violation. Should such an act or threat occur, the student may be asked to seek appropriate professional assessment and to implement a prescribed course of action as a condition of continuing matriculation. Other appropriate sanctions may be imposed by the Vice President for University Life or other University official.
- To comply with the reasonable requests of a University official, law officers, or municipal emergency officials acting in the performance of their duties. This would include, but is not limited to, evacuating a campus building during a fire alarm, appearing at disciplinary proceedings, and/or complying with all assigned sanctions as well as identifying oneself when asked to do so. Students are required to respond as instructed when summoned by a University official. A student who fails to respond, appear, or act is not excused from disciplinary action by the University.

### **Code of Conduct Authority**

The Director of Community Standards determines the composition of the Code of Conduct Review Committee and determines which disciplinary hearing body will be utilized, and will develop policies for the administration of the student conduct system and procedural rules of the Code of Conduct Review Committee. Decisions made by the disciplinary hearing body are final, pending the normal appeal process.

### **Rights of Students**

#### **Student Rights**

Alvernia University holds the following student rights and responsibilities to be essential in order to preserve and guarantee for the students those conditions indispensable to the full achievement of the University's objectives.

#### **Personal Rights**

- All members of the academic community must recognize the human dignity of each student. Each student has the responsibility of recognizing the human dignity of all members of this community.
- Each student has the right to equal education and social opportunities without regard to race, religion, or national origin. Each member of the University community has the responsibility to respect this right.
- Each student has the right to manage personal affairs except where it conflicts with the good of the community.
- Each student, as a citizen, has the right of petition, freedom of speech, and peaceful assembly.
- Each student has the right to freedom of conscience relating to religious worship.
- Each member of the University community has the responsibility to respect this freedom in others.

- Each student has the right to effective separation of academic and personal records. Information from disciplinary or counseling files is not made available to any person without the written consent of the student involved, except under legal compulsion or in cases where safety of person or property is at issue. No records are kept which reflect political activities of the student.
- Each student has the right under law to gain access to his/her education records (Family Educational Rights and Privacy Act).

### **Social Rights**

- Students have the right to organize and join associations to promote their own interests. Campus organizations, including those affiliated with an off-campus organization should be open to all students.
- Students, either individually or in organized groups, may engage in political activities which might be interpreted as being for the purpose of influencing legislation or as participating in political campaigns on behalf of candidates for public office. Students involved in these activities have the responsibility of making clear to the academic community and the community-at-large that Alvernia University, as an institution, does not endorse the political views of either the individual or the organized group.
- Students are expected to be informed of local, state, and federal laws. Alvernia University does not condone violation of these laws and supports local, state, and federal agencies in developing its policies and regulations.
- Students who violate civil law off-campus may be subject to disciplinary action by the institution. Alvernia University has the authority to take disciplinary action against a student who is found to pose a threat to himself/herself or the University community as a result of his/her off-campus activities.
- Student publications and the student press should be free from undue censorship. Student publications shall be entitled to freedom of the press within legal and ethical guidelines and the Catholic, Franciscan philosophy of Alvernia.
- Students have the right to consult the instructor, adviser, and/or the Division Dean on any academic matters.
- Students shall have access to the SGA constitution as well as to any other rules and regulations of the University.

### **Rights of the Accused**

All students have rights under the University Code of Conduct. They are:

- All civil and legal rights are respected and followed.
- Each accused student has the right to a timely hearing. The student has the right to respond to the charges and furnish information and witnesses to refute the specific charge or charges. The normal replies to a charge or charges are *responsible* or *not responsible*.
- The accused has the right to ask for a continuance of the proceedings so that he/she can further gather information to be better prepared for the hearing. There is a 5 day maximum limit. The continuance is at the discretion of the hearing officer.
- The accused has the right to legal counsel; however, lawyers are not permitted at any hearings. The University does not provide legal services.
- The accused has the right to hear the outcome of the case within 5 business days of the hearing.
- The accused has the right to have the sanctioned outcomes fully explained and outlined in detail. This includes a written document which delineates the imposed sanction or sanctions.
- The accused has the right to review relevant evidence and documents in his/her disciplinary file.
- The accused has the right to not attend a hearing. However, if the student does not attend, he/she may have the proceedings continue in her absence and an outcome determined. The student will be sent a copy of the outcome of the hearing and/or sanctions imposed with a statement outlining the appeal process.

- The accused has the right to not be subjected to duress, pressure, threats, or any other kind of coercion in order to gain an admission of responsibility or a plea of “no contest.” Witnesses and other suspects are also to be treated appropriately and without coercion of any kind.
- The student has the right to have the appeal based on any of the following conditions:
  1. The published Hearing Procedures were violated or not followed.
  2. New evidence that was not available at the time of the hearing can now be presented and considered.
  3. The student believes that the process violated his or her rights as member of the Alvernia University community.
  4. The student believes the sanctions imposed are grossly disproportionate to the violation.

### **Incident Procedures**

The University follows specific procedures to handling suspected violations of the University Code of Conduct.

- When an incident occurs in a resident hall, RA’s/Public Safety personnel are contacted and report to the scene. All protocols concerning safety, health, welfare, and administrative notification are followed.
- When an incident occurs on campus and not in a residence hall, Public Safety personnel are contacted and report to the scene and assume control of the situation. All protocols concerning safety, health, wellness, and administration notification are followed.
- Public Safety and/or RA’s write an official incident report.
- Public Safety and/or a Resident Life Administrator review report and investigate as necessary. Recommended charges are indicated.
- The incident report with the initial information is forwarded to the Director of Community Standards as soon as possible or within 24 hours. As investigations continue, supplemental reports can be added. The case is recorded by the Office of the Vice President for University Life.
- Serious incidents involving injury, medical assistance, police involvement, or terrorism of any type are submitted immediately to the Director of Community Standards. In these cases, the Director of Community Standards records the incident and if necessary, consults with the Vice President for University Life to assess the situation, review the safety and security of all involved, and determines charges.

The student code of conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

### **Filing a Complaint**

Anyone can file a complaint to indicate that a policy or standard of conduct was allegedly violated. Any University Official can be contacted, but complaints are normally filed with the Public Safety Office or the Office of Residence Life. The Public Safety Office or Office of Residence Life will complete an Incident Report on which the University Official will formally collect all the information related to the specific complaint.

Following receipt of the completed Incident Report, the report is forwarded to the appropriate office for review and action. If an investigation is initiated, the University Official contacts the complainant and keeps him/her updated as to the status and/or outcome of the complaint, if permitted by policy and state and federal law.

### **Conduct Hearings**

Alvernia University utilizes disciplinary hearing procedures which reflect due process, fair and equitable treatment, and reasonable sanctions. However, the University’s hearings are not the same as criminal or civil proceedings found in the local, state, and federal court systems.

When an alleged violation of the University Code of Conduct occurs, an intake and the appropriate type of hearing (see below) is normally scheduled within 5 business days of the incident. The student will be notified of all scheduled dates, times, and places by phone or by letter. Students with an outstanding behavioral hearing or sanction at the end of the semester may have a hold placed on their record. They may be unable to register for courses until they have completed their sanction(s).

In cases where city and/or state police are involved, the hearing may postponed until the police investigation and/or court outcomes are completed. A student may be placed on interim suspension if the student may pose a danger to the Alvernia Community.

Per University policy, lawyers, parents, family members, faculty and other interested persons (other than identified witnesses and University Advocates) are not permitted to attend any hearings.

### **Definitions**

- Accused student – The person for whom charges have been placed against in reference to a particular violation of University policy.
- Advocate – An advocate is a member of the Alvernia University community who is appointed by the Director of Community Standards and who, during the student’s hearing, assists the student in understanding the charges that have been brought. The advocate may not speak on behalf of the student, interrupt the hearing, or serve as a legal advisor.
- Appeal – Formal process of requesting that the outcome of a case be reviewed with the purpose of over-turning the outcome.
- University Official – Any person hired by the University who has administrative status or specific responsibilities for safety or security.
- University’s Premises – Refers to all land and property that are owned, operated, leased, controlled, or supervised by the University.
- Complainant – A student who brings forth a formal complaint against another student
- Consent – Permission granted by one person to allow something to take place or happen
- Expedited Hearing – A hearing that moved forward as quickly as possible because of critical circumstances.
- Hearing – A formal session conducted by a University official to examine the charges with the accused student in light of the evidence and determine if the student is responsible or not responsible for what happened.
- Hearing Officer – A University official who holds the hearing and facilitates all logistics and actions associated with it.
- Intake – The process of explaining the incident charges, hearing procedures, and answer questions from the accused student.
- Preponderance of Evidence – The standard used by the University to determine responsibility: “Is it reasonable to believe that the violation occurred based on the evidence and information available at the time of the hearing.”
- Responsibility/No Responsibility – These are the terms used in stating the “plea” of the student at a hearing or the determined outcome at the end of a hearing.
- Student – Anyone who is officially registered for courses for a particular semester.
- Substantial University Interest – Refers to issues that reflect or interact with the operation or reputation of the University, its students, or personnel.

### **Preliminary Conference**

A Preliminary Conference is held by the Director of Community Standards (or a designee) if the incident involves minor, violations such as noise, visitation, etc. It is held as soon as possible, but usually within five (5) business days of the incident.

- The student is notified of the time and place of the Preliminary Conference.

- The Director of Community Standards, or designee, holds a Preliminary Conference to explain the charges, define judicial process, explain due process, and present Alvernia’s appeal process.
- Upon hearing all information, evidence, statements and the charge, the student has the opportunity to take responsibility, or to be found “responsible” or “not responsible”.
- If the student takes responsibility, or is found to be responsible, the session continues and sanctioning takes place. If possible, the student is given immediate notice of the finding and the sanctions that are being required and mandated as a result of the hearing. If such notification is not possible due to continued deliberations, fully written notice of the outcome must be given to the student within three business days.
- If the student is found to be “not responsible,” the session ends and the student is given written notice of that finding. This is to be done as soon as possible, but normally within five (5) business days.
- Final sanctions are clearly assigned, fully explained, and personally verified by the student (signature required). The student’s signature confirms the fact that he or she received notice and is aware of the sanctions and the expectations of compliance. Signing does not necessarily indicate agreement with the sanctions. Depending on the level and type of hearing, the signature may be required immediately or at any time within the five (5) business days when the hearing outcome notice is announced or delivered to the student.
- Student taking responsibility or found responsible may request a Formal Administrative Hear or a Reconsideration of Sanctions within five (5) working days, upon receipt of the outcome of the Preliminary Conference.
- A copy of the Request for Reconsideration of Sanction Process and Formal Hearing Process is presented to the sanctioned student.
- A Preliminary Conference may only be postponed and rescheduled at the discretion of the Director of Community Standards or designee.
- Failure to appear at the scheduled hearing may result in sanctions being imposed without the student being present.

### **Reconsideration of Sanctions**

A request for Reconsideration of Sanction is heard by the Director of Community Standards (or designee) upon the request of a student that has been sanctioned as part of a Preliminary Conference. The request must be made within five (5) working day upon receipt of the sanctions.

- A student wishing to request a Reconsideration of Sanction must do so within five(5) working day upon receipt of the sanction.
- The Director of Community Standards (or designee) will receive the written request and review the case.
- The student that is making the request may be interview at the discretion of the administrator.
- All outcomes and sanctions related to the to the case are suspended pending the outcome of the appeal.
- The student will be notified of the outcome of the request in writing, the sanctions may be modified or the sanctions could remain as state in the Preliminary Conference.
- After reviewing the outcome of the request a student may request to have a Formal Administrative Hearing within five (5) working, upon receipt of the outcome of the request.

### **Formal Administrative Hearing**

A Formal Administrative Hearing is held by the Director of Community Standards (or designee) if the incident involves more serious violations involving alcohol, drugs, violence, etc. and/or if the violation does not occur in a residence hall. It is held as soon as possible, but usually within five (5) business days of the incident.

- The student is notified of the time and place of the Preliminary Conference.
- The Director of Community Standards, or designee, holds an Preliminary Conference to explain the charges, define judicial process, explain due process, and present Alvernia’s appeal process.

- After the Preliminary Conference, a Formal Administrative hearing is scheduled and held. Upon hearing all information, evidence, statements and the charge, the student has the opportunity to take responsibility, or to be found “responsible” or “not responsible”.
- If the student takes responsibility, or is found to be responsible, the session continues and sanctioning takes place. If possible, the student is given immediate notice of the finding and the sanctions that are being required and mandated as a result of the hearing. If such notification is not possible due to continued deliberations, fully written notice of the outcome must be given to the student within three business days.
- If the student is found to be “not responsible,” the session ends and the student is given written notice of that finding. This is to be done as soon as possible, but normally within five (5) business days.
- Final sanctions are clearly assigned, fully explained, and personally verified by the student (signature required). The student’s signature confirms the fact that he or she received notice and is aware of the sanctions and the expectations of compliance. Signing does not necessarily indicate agreement with the sanctions. Depending on the level and type of hearing, the signature may be required immediately or at any time within the 5 business days when the hearing outcome notice is announced or delivered to the student.
- A copy of the Appeal Process is presented to the sanctioned student.
- A Formal Administrative Hearing may only be postponed and rescheduled at the discretion of the Director of Community Standards or designee.
- Failure to appear at the scheduled hearing can result in sanctions being imposed without the student being present.

## Definitions

- Accused student – The person for whom charges have been placed against in reference to a particular violation of University policy.
- Advocate – An advocate is a member of the Alvernia University community who is appointed by the Director of Community Standards and who, during the student’s hearing, assists the student in understanding the charges that have been brought. The advocate may not speak on behalf of the student, interrupt the hearing, or serve as a legal advisor.
- Appeal – Formal process of requesting that the outcome of a case be reviewed with the purpose of over-turning the outcome.
- University Official – Any person hired by the University who has administrative status or specific responsibilities for safety or security.
- University’s Premises – Refers to all land and property that are owned, operated, leased, controlled, or supervised by the University.
- Complainant – A student who brings forth a formal complaint against another student
- Consent – Permission granted by one person to allow something to take place or happen
- Expedited Hearing – A hearing that moved forward as quickly as possible because of critical circumstances.
- Hearing – A formal session conducted by a University official to examine the charges with the accused student in light of the evidence and determine if the student is responsible or not responsible for what happened.
- Hearing Officer – A University official who holds the hearing and facilitates all logistics and actions associated with it.
- Intake –The process of explaining the incident charges, hearing procedures, and answer questions from the accused student.
- Preponderance of Evidence – The standard used by the University to determine responsibility: “Is it reasonable to believe that the violation occurred based on the evidence and information available at the time of the hearing.”
- Responsibility/No Responsibility – These are the terms used in stating the “plea” of the student at a hearing or the determined outcome at the end of a hearing.

- Student – Anyone who is officially registered for courses for a particular semester.
- Substantial University Interest – Refers to issues that reflect or interact with the operation or reputation of the University, its students, or personnel.

### Sanctions

Sanctions can be imposed for any violation of Alvernia Policy, Residence Life Policy, or the Code of Conduct. Sanctions may include but are not limited to:

- Arrest – When a student violates a law as well as University policy, the student is subject to police arrest in addition to University disciplinary action.
- Behavioral Agreement – This is a written agreement, signed by the Vice President for University Life and the student, that outlines specific behaviors that must be avoided and which specific behaviors must be adhered to.
- Counseling -- Counseling can be mandated to help a student address a variety of issues that may affect behavioral or academic performance.
- Disciplinary Probation – This sanction is appropriate policies when the student’s behavior warrants more than a written warning. The sanction is for a specified period of time and the student must show that he or she is willing to abide by the policies and standards of the University community. Further misconduct could result in further disciplinary action including suspension or dismissal from the University. This sanction could be accompanied by other sanctions such as, but not limited to, restriction from a campus building or other facilities owned by the University. Students may also be asked to set up regular meetings with a university administrator at the discretion of the Director of Community Standards (or a designee). Also, students on probation may not hold positions on the resident life staff or in student government.
- Dismissal – This is a written sanction of permanent withdrawal of the privilege of attending Alvernia University. The Vice President for University Life imposes the dismissal upon the recommendation of the Director of Community Standards A student who is dismissed is not permitted on campus and is under threat of defiant trespass charges being filed if he/she appears on campus. This sanction can be imposed due to the seriousness of one act or event, or it can be an accumulation of campus or police violations.  
If the dismissal occurs prior to the last official date to withdraw from classes, the student will be assigned a W (withdraw) from classes. If the dismissal occurs after the last official date to withdraw from classes, the student will be assigned a WP (withdraw/pass) or WF (withdraw/fail), as determined by the instructors at the time of the dismissal. A hold will be placed on the record indicating the student is unable to register for classes. The dismissed student should contact the Office of Student Financial Planning and the Office of Student Billing, since a dismissal from the University may affect financial aid, grants, scholarship, etc., if any apply.
- Forced Withdrawal – This sanction may be used in severe cases in which in which suspension or dismissal would be imposed, but mitigating circumstance warrant that a student not suffer the stigma attached to a suspension or a dismissal. The Vice-President of University Life imposes forced withdrawal.
- Hold on Student Account – The registrar’s Office at the direction of the Vice President for University Life freezes any and all activity requested by the student until the required sanction or sanctions are completed. This includes registration for courses, requests for transcripts, and any other student requested actions.
- Mandatory Assessment – The University may utilize a mandatory assessment of its students who continue to exhibit behavior and conduct which either violates Alvernia’s Code of Conduct, or suggests serious concerns about the health and safety of the student or others. Mandatory assessment can be part of the judicial process or implemented by the Vice President for University Life upon receiving documentation of concern from faculty and/or staff.
- No Contact Order – This is a letter from the Vice President for University Life or a designee which stipulates that the addressed student may not have contact with a particular person. That

person is clearly named in the letter. It spells out the conditions and warns the addressed student of the consequences for violating the order.

- Official Letter of Reprimand – This is a letter notifying the student that his/her behavior was unacceptable. It will be retained in the student’s disciplinary file. It is expected through the receipt of the letter that the student understands the policy in question and, therefore, repetition of the offending behavior will not occur again. The letter will indicate that any further violations will policy or conduct will warrant further sanctions.
- Parental Notification – Using the strict guidelines stipulated by FERPA, a letter may be sent to parents informing them of specific drug, alcohol, and other serious violations which qualify under the law. This letter is written and sent by the Director of Community Standards or the Vice President for University Life. Students involved with such violations are informed about this about this “parental notification” procedure.
- Referral to The Health and Wellness Center – This sanction is utilized when the hearing officer determines that the student exhibits behaviors and attitudes which suggest that counseling and/or medical services provided by the Health and Wellness Center could be of benefit to the student being sanctioned.
- Restitution – A student whose actions damage, deface, or destroy University property be in addition to any other sanctions that are officially imposed. Restitution can also be imposed in cases of theft.
- Interim Suspension – This sanction may be imposed on a student or a group of students by the Vice President for University Life (or a designee) to remove a student who needs to be immediately separated from the University community because of incomplete or ignored sanctions, when a student presents a current and present danger to him/herself or others or property, or because of serious allegations. The interim suspension time involved is the time between when the incident took place and the time of the official hearing with the Director of Community Standards, the Vice President for University. This is normally within five (5) business days (days when the University is in session). However, when police are involved in the incident, the University may extend the interim suspension until the investigations are completed and/or court outcomes are known. During suspension the student is not permitted to be on campus under the threat of being cited for defiant trespass.  
If the interim suspension extends to the end of the semester of the interim suspension, the student may be administratively withdrawn and considered for readmission pending the outcome of the investigation and a review of his/her file. If the student is placed on interim suspension before the last day to withdraw and the investigation continues past the end of the semester, the student will receive a W; if the student is placed on interim suspension after the last day to withdraw and the investigation continues past the end of the semester, the student will receive a WP or WF, depending on the academic standing at the time of the interim suspension as determined by the instructor. In addition, a hold will be placed on the student’s academic record indicating that he/she is not able to register for classes until all requirements have been met.
- Suspension – This sanction prescribes a set period of time during which the privilege of attending Alvernia University is withdrawn with the understanding that return is conditional, based upon a complete review of student’s file, a written request for reinstatement to the VP University Life, and completion of all outstanding sanctions. Suspension can be imposed due to the seriousness of one conduct violation or a combination of violations which constitute a pattern of unacceptable or illegal behavior that violates Alvernia’s policies, core values, or local, state or federal laws. During suspension the student is not permitted to be on campus under the threat of being cited for defiant trespass. Students who are suspended for more than two full semesters and who wish to be considered for readmission must apply through the Office of Admission. A student suspended from Alvernia is considered “administratively withdrawn”. If the suspension occurs prior to the last official date to withdraw from classes, the student will be assigned a W (withdraw) for all classes. If the suspension occurs after the last official date to withdraw from classes, the student will be assigned a WP (withdraw/pass) or WF

(withdraw/fail), as determined by the instructors at the time of the suspension. In addition, a hold will be placed on his/her records indicating he/she are unable to register for classes until all requirements for readmission have been met. Students are instructed to contact the Office of Student Financial Planning and the Office of Student Billing, since a suspension from the University may affect financial aid, grants, scholarship, etc., if any apply. If a suspended student wishes to be considered for return as a student to Alvernia University, the student must submit a written request and documentation that all outstanding sanctions have been completed. That written request and documentation must be sent to the VP University Life. A student who has been suspended for two or more semesters and who wishes to be considered for readmission needs to provide documentation that all outstanding sanctions have been met *and* needs to re-apply to Alvernia University through the Office of Admission.

- Trespass Warning – This is a formal letter which is presented or sent to a person who is prohibited from being on Alvernia property. Such notice indicates that police will be called if the person defies the warning and appears on campus. This letter is written and signed by the Vice President for University Life.
- Withhold Diploma or Grades -- In special circumstances where there are blatant violations of University policy, the University's core values, or a perceived need to protect the reputation of the University, Alvernia's Vice President for University Life can withhold a diploma and/or grades for a specific student. Also, grades and transcripts may be held by the Vice President for University Life for those who do not pay fines or complete required sanctions.
- Work Hours – Imposing work hours is permitted when the hearing officer determines that such a sanction serves a positive purpose and reflects the nature of the reported incident. Up to 10 hours can be assigned per incident or violation. All work hours will be under the direction of the direction of the Director of Facilities or his designee.

### **The Appeal Process**

Students taking responsibility or found responsible for a violation of the Student Code of Conduct or University policy during a Formal Administrative Hearing may appeal to the Vice President for University Life.

- The student writes a letter of appeal to the Vice President for University Life identifying the case involved, the outcome of the hearing, and basis for the appeal. The letter must be received within five (5) business days (days when the University offices are open) of receipt of the outcome of the Formal Administrative Hearing.
- The Vice President for University Life receives the letter and reviews the appeal request.
- The student making the appeal may be interviewed at the discretion of the Vice President for University Life.
- All outcomes and sanctions related to the case are suspended pending the outcome of the appeal.
- The student is notified in writing of the decision to accept or reject the appeal within five (5) days of the date when the letter was received. The student signs a receipt indicating he/she received the decision about the appeal.
- If the appeal is accepted, the Vice President for University Life officially modifies the sanctions appropriately, drops the charges, or recommends that the case be reheard.
- If rejected, the outcome of the hearing stands and all outcomes and sanctions are immediately reinstated.

### **Failure or Refusal to Complete a Sanction**

Students who fail or refuse to complete officially imposed sanctions will be charged with “failure to comply” and will accrue additional sanctions. Grades may be held and the student may not be permitted to register for of courses. In addition, the offending students could also be put on interim suspension until all required sanctions are completed.

## **Student Disciplinary Records**

A student who is charged with a violation of the Student Code of Conduct has a disciplinary file created and maintained by the Office of Student Life. The student is afforded the opportunity to have the charge(s) heard before the Director of Community Standards. If a student is found responsible for the charge(s), his or her disciplinary file is kept for seven (7) years following the student's graduation if all outstanding sanctions have been completed. Disciplinary records are kept in perpetuity for students who withdraw or are dismissed but who still have outstanding sanctions. If a student is found not responsible for the violation, the student's disciplinary record is voided.

The Office of Student Life is responsible for maintaining the paper and electronic files ensuring accuracy, accessibility, confidentiality and appropriate dissemination of the information contained therein in compliance with Federal and State laws. Records are kept in locked cabinets located in the Office of Student Life and are destroyed by shredding.

A student is defined as anyone enrolled in a credit bearing course regardless of the class location or the student's matriculated status. A student is not an inquiry or applicant or someone taking a course on campus that is not offered or administered by Alvernia University. The disciplinary record may include the student's disciplinary warnings, sanctions and dismissals; memos and letters of a disciplinary nature that the student, faculty or administrators wish to have retained; and Public Safety reports.

### **Confidentiality of Disciplinary Records**

The federal Family Educational Rights and Privacy Act of 1974 (FERPA) protects a student's educational records - including disciplinary records - from unauthorized disclosure to third parties. A student must sign a waiver to grant access to his or her disciplinary record before the Office of Student Life will disclose the information contained in the student's records. These confidentiality requirements apply to students' parents except for specific situations noted below. Federal law makes an exception in these cases and does allow, but not require, the University to share disciplinary information.

Disciplinary files may be released without the student's consent for lawfully issued subpoenas, court orders, and *ex parte* orders in connection with the investigation or prosecution of terrorism crimes.

Upon written request, the University will disclose to the alleged victim of a crime of violence or nonforcible sexual offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), the final results of any institutional disciplinary proceeding dealing with that crime or offense. (Final results also will be disclosed to the alleged victims of forcible sexual offenses: see "Sexual Assault Victim's Rights.")

### **Inspection of Disciplinary Records**

Students may request to inspect or view their disciplinary records in accordance with FERPA and University policy. To do so, a student should make an appointment with the Vice President for University Life or a designee who will then supervise the review. Students are provided with an opportunity within a reasonable time and not exceed 45 days from the date of receipt of the request. If a student's record includes information about another student, the reviewing student may only review that part relating to himself or herself.

Parents may review a student's disciplinary file if there is a written consent to disclosure to the parents from the student; the parent requests information in writing and proves evidence that the student is his or her dependent under the Internal Revenue Code of 1986; the student is under the age of 21 and has violated a Federal, State, or local law or any rule or policy of Alvernia University regarding the use or possession of alcohol or a controlled substance, and Alvernia University has determined that the student has

committed a disciplinary violation with respect to that use or possession; and when information is necessary to protect the health or safety of the student or other individuals.

**Amendment of Records**

If a student believes that any of the disciplinary records relating to him or her contain information that is inaccurate, misleading, or in violation of his or her rights of privacy, he or she may ask Alvernia University to correct or delete such information. The student may also ask Alvernia University that additional explanatory material be inserted in the record. Requests for amendment of a record or the addition of explanatory material should be submitted to the Director of Community Standards at the conclusion of the review. The request should clearly identify the part of the record that student wants changed and specify why it is inaccurate or misleading. There is no obligation on the part of Alvernia University to grant such a request. If Alvernia declines to amend the records as requested by the student, it will inform the student and the student may request a hearing with the Vice President for University Life. A hearing may not be requested to contest the outcome of a violation if the student was found responsible.

## APPENDICES

---

### Appendix A: Legal Standards

#### 1. Drugs: State Penalties

- a. **The Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. § 780-101 et seq.**  
Prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from 30 days imprisonment, a \$500 fine or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to 15 years imprisonment or a \$250,000 fine or both for the manufacture or delivery of a Schedule I or II narcotic.
- b. **18 Pa. C.S.A. §§ 6314, 6317** A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1000 feet of the real property on which a university is located, the person shall be sentenced to an additional minimum sentence of at least 2 years total confinement.
- c. **The Pharmacy Act of 1961, 63 P.S. § 390-8** It is unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, or \$5000 fine, or both. For each subsequent offense, the maximum penalty is three years imprisonment, a \$15,000 fine, or both.
- d. **The Vehicle Code, 75 Pa. C.S.A. §3802 et seq.** A person is prohibited from driving, operating, or being in actual physical control of the movement of a vehicle while under the influence of alcohol or a controlled substance, or both, if the driver is thereby rendered incapable of safely driving, operating or being actual physical control of the movement of the vehicle or if the alcohol concentration in the individual's blood or breath exceeds the stated limits. Penalties for first-time violators of the Act range from probation and a \$300 fine or both to a maximum of six months imprisonment, a \$5000 fine or both. Penalties for subsequent violations increase to a maximum of five years imprisonment, a \$10,000 fine, or both. In addition to the above penalties, the court has discretion to order any or all of the following: highway safety training, drug or alcohol treatment, community service, use of an ignition interlock device and/or suspension of operating privileges.

#### 2. Drugs: Federal Penalties and Sanctions for Illegal Possession or Trafficking of a Controlled Substance

- a. **21 U.S.C.A. §844 (a)**  
For a first conviction, any person who violates this subsection may be sentenced to a term of imprisonment of not more than one year and a fine of \$1000, or both.

After one prior conviction for any drug, narcotic or chemical offense, a term of imprisonment of at least 15 days, not to exceed 2 years and a fine of at least \$2500.

After two or more prior convictions under this subchapter, a term of imprisonment of at least 90 days, not to exceed 3 years, and a fine of at least \$5000.

A person convicted for the possession of a mixture or substance which contains cocaine base shall be imprisoned for at least 5 years and not more than 20 years, and a fine of a minimum of \$1000, if:

1. The conviction is a first conviction and the amount of the mixture or substance exceeds 5 grams
2. After a second conviction and the amount of mixture or substance exceeds 3 grams, and;
3. After a third or subsequent conviction and the amount of mixture or substance exceeds 1 gram.

Any person convicted under this subsection for the possession of flunitrazepam (Rohypnol) shall be imprisoned for not more than 3 years, and fine of at least \$5000.

b. **21 U.S.C.A. §§853 (a)(2)**

Property subject to criminal forfeiture

Any person convicted of a violation of this subchapter punishable by imprisonment for more than one year shall forfeit any personal property used, or intended to be used to facilitate the commission of a controlled substance.

c. **21 U.S.C.A. § 881 (a)(4)(7)**

Subject property

Forfeiture or all conveyances, including vehicles, boats, aircraft which are used, or are intended for use, to transport, or to aid in the transportation, sale, receipt, possession, or concealment of all controlled substances or raw materials, products and equipment of any kind which are used, or intended for use, in manufacturing, compounding, processing, delivering, importing, or exporting any controlled substance or listed chemical.

d. **21 U.S.C.A. §862**

**Drug Possession**

Any person who is convicted under State or Federal law involving the possession of a controlled substance shall be ineligible for any or all Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, for up to 1 year. Upon a second or subsequent conviction for such an offense, a person shall be ineligible for all Federal benefits for up to 5 years.

**Drug Trafficking**

Any person who is convicted under State or Federal law involving the distribution of controlled substances shall be ineligible for any and all Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, for up to 5 years. Upon a second or subsequent conviction for such an offense, a person shall be ineligible for all Federal benefits for up to 10 years; and upon a third or subsequent conviction, be permanently ineligible for all Federal benefits.

e. **18 U.S.C.A §922 (g)**

It is unlawful for any person who is an unlawful user or addicted to any controlled substance to possess, receive or transport any firearm or ammunition.

3. **Alcohol: State Penalties and Sanctions**

The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provides the following:

a. **Title 18: Pennsylvania Crimes Code Section 5505 Public drunkenness**

A person is guilty of a summary offense if he appears in any public place manifestly under the influence of alcohol... to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.

Penalty	1st Offense
Fine	0 - \$300
Jail	0 – 90 days

b. **Section 6307 Misrepresentation of age to purchase liquor or malt or brewed beverages**

A person is guilty of a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations if he/she being under the age of 21 years, knowingly and falsely represents himself to be 21 years of age or older to any licensed dealer, distributor or other person, for the purpose of procuring or having furnished to him, any liquor or malt or brewed beverages.

Penalty	1st Offense	2nd Offense	Subsequent Offense
Fine	0 - \$300	0 - \$500	0 - \$500
Jail	0 – 90 days	1 year	1 year
License Suspension	90 days	1 year	2 years

c. **Section 6308 Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by a minor**

A person commits a summary offense if he/she, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor or malt or brewed beverages.

Penalty	1st Offense	2nd Offense	Subsequent Offense
Fine	0 - \$300	0 - \$500	0 - \$500
Jail	0 – 90 days	0 – 90 days	0 – 90 days
License Suspension	90 days	1 year	2 years

d. **Section 6310.1 Selling or furnishing liquor or malt or brewed beverages to minors**

A person commits a misdemeanor of the third degree if he/she intentionally and knowingly sells or... furnishes or purchases with the intent to sell or furnish any liquor or malt or brewed beverages to persons less than 21 years of age.

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

e. **Section 6310.7 Selling or furnishing nonalcoholic beverages to persons under 21**

A person commits a summary offense if he intentionally and knowingly sells or furnishes nonalcoholic beverages to any person under 21 years of age. As used in this section, the term “nonalcoholic beverage” means any beverage intended to be marked or sold as nonalcoholic beer, wine or liquor having some alcohol content but not containing more than 0.5% alcohol by volume.

Penalty	
Fine	0 - \$300
Jail	0 – 90 days

f. **Section 6310.2 Manufacture or sale of false identification card**

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

Penalty	1st Offense	2nd and Subsequent Offenses
---------	-------------	-----------------------------

Fine	\$1000 - \$5000	\$2500 - \$5000
Jail	0 – 2 years	0 – 2 years

g. **Section 6310.3 Carrying a false ID**

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

Penalty	1st Offense	2nd Offense	Subsequent Offense
Fine	0 - \$300	0 - \$500	0 – 1 year
Jail	0 – 90 days	0 – 1 year	0 – 1 year
License Suspension	90 days	1 year	2 years

- h. Sales without a license or purchase from an unlicensed source of liquor or malt beverages are prohibited
- i. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control regulations.

## **Appendix B: The Drug-Free Schools and Communities Act (1990)**

### **Mission Statement**

Alvernia University, sponsored by the Bernardine Sisters of Saint Francis, continues to provide students with a Catholic, liberal arts, quality education. Within the framework of Franciscan, Christian values this education enhances the students; fullness of life, and prepares them for career and professional opportunities. Moreover, Alvernia University sees its mission as integrating Christian faith, learning, and commitment. It also concentrates on the total education and development of its students in academic knowledge, professional competency, social adequacy and value-oriented moral integrity according to principles of the Roman Catholic Church.

The very fabric of society-the quality of family life-is threatened by its members' abuse of drugs and alcohol. A continued abuse and dependence upon these substances are rendering people incapable of fulfilling "their responsibilities toward God, themselves, and society." Drug and alcohol abuse by any member of the campus community, then, runs counter to the goals established in the mission and motto of Alvernia University.

The unlawful possession, use, or distribution of alcohol, illegal substances, or paraphernalia associated with such by students and employees on campus or at University-sponsored activities is strictly forbidden. In addition, students, even of legal age, are not permitted to consume or possess alcoholic beverages on the campus.

Failure to comply with this regulation, intoxication, or disorderliness or offensive behavior arising from the use of alcohol or drugs will result in disciplinary action. Sanctions include mandatory participation in an alcohol/drug education and/or assessment program, suspension, expulsion or termination, referral for treatment, and referral for prosecution.

### **Where to Find Help**

Recognizing that students and employees addicted to alcohol and/or drugs may wish counseling in this area, Alvernia University encourages them to visit the Counseling Office, the Health and Wellness Center, the Campus Minister, the Vice President for University Life, or the Human Resources Office. Confidentiality is strictly enforced as required by professional ethics. Referral to an outside agency is readily available. Students may remain on campus if they are capable of maintaining a satisfactory level of performance while participating in a drug and alcohol rehabilitation program.

Students and employees taking prescription drugs that may affect their class or work performance or behavior on campus should report this fact to the Director of Health Services.

### **Health Risks**

The University expects that students and employees on campus be responsible for knowledge of both federal law and the state law of Pennsylvania concerning alcoholic beverage and illegal substances. A brief review of Pennsylvania laws and penalties follows, along with an attached list of federal penalties.

### **State Law of Pennsylvania on Alcoholic Beverages**

It shall be unlawful for a person less than twenty-one (21) years of age to attempt to purchase, consume, possess or transport an alcohol or malt or brewed beverage within the Commonwealth. The State Liquor Control Board operates under the State Law. It is a misdemeanor to unlawfully transfer a registration card for the purpose of falsifying age to secure malt or alcoholic beverages."

In 1988, the Commonwealth of Pennsylvania enacted legislation (Act 31) to address the problem of underage drinking. Students must be aware of the serious penalties involved.

The Controlled Substance, Drug, Device & Cosmetic Act (Act 64) enacted by the Commonwealth of Pennsylvania on April 14, 1972, prohibits the manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance.

See Appendix A: Legal Standards for specific offenses and penalties.

### **The University Commitment**

Alvernia University, then, in being true to its mission and to its responsibility to its students and employees, is dedicated to doing what is necessary both to maintain the dignity of students and employees in the University and to teach them to accept their roles as responsible men and women in society.

### **Pennsylvania State Compliance with P.S. §20.303**

Pennsylvania law is specific regarding the information that must be provided on an annual basis to students and employees of institutions of higher education.

1. The number of undergraduate and graduate students enrolled for the fall of 2009-2010 is unavailable.
2. The number of students living in University residence halls is for 2009-2010.
3. The number of non-student employees is unavailable.
4. The Vice President for Finance and Administration is responsible for supervising the Public Safety Office.
5. Officers from Security Guards, Inc. (SGI) staff Alvernia's Public Safety Office. Security is provided twenty-four hours per day. A full-time director is assigned to Alvernia by SGI. During the academic year and upon request at other times, SGI provides three full-time officers for each shift. In the summer and when classes are not in session two full-time officers per shift are provided. SGI is responsible for the training of security personnel. Standard guard training is provided along with additional on-site training prior to assignment to Alvernia University including first aid and CPR certification. In-service training is provided by SGI throughout the year.
6. Alvernia's public safety officers do not have police powers and do not carry weapons. They work in conjunction with the police department of the City of Reading.
7. Alvernia University follows state and federal law in its reporting of criminal incidents to local and state police.
8. Campus academic buildings are open to students, employees, and the public during business hours and while classes are in session. No building is open past 11 p.m. Buildings are locked and checked by public safety officers when they are closed for business. These policies are explained further on page 7 of this handbook. Exterior access to residential buildings is controlled by card access, and access to the townhouses is controlled by keys.
9. Criminal actions and other emergencies should be reported to the Public Safety Office by calling 610-796-8350. Instructions for contacting an officer by pager are given at that number. Students and staff are also encouraged to call 911 in the event of an emergency.
10. The University's policy regarding alcohol is found in this handbook.
11. The University's policy regarding illegal drugs is found in this handbook.
12. The University's policy regarding weapons is in this handbook.
13. A description of the communication media used to inform the campus community about security matters is found in this handbook.
14. Alvernia University publishes its "crime statistics" as required by state and federal law. This information can be found on the University's website ([www.alvernia.edu](http://www.alvernia.edu)). Click on the drop-down menu on the home page and select "crime statistics." The Office of Public Safety also has the University's crime statistics on file. Visit the Public Safety Office on the second floor of the Student Center.

15. The security considerations used in the maintenance of campus facilities, including landscaping, grounds keeping, and outdoor lighting is found in this handbook.
16. Information concerning the types of student housing available (on-campus, off-campus, single room, double, group, single sex, co-ed, undergraduate, etc.) is available through the Office of Residence Life and in this handbook.
17. Policies on housing assignments and requests by students for assignment changes are available through the Office of Residence Life and in this handbook.
18. Policies concerning the identification and admission of visitors and student housing facilities are available through the Office of Residence Life and in this handbook.
19. Measures to secure entrances to student housing facilities are explained in this handbook. In addition, exterior access to residential buildings is controlled by card access, and access to the townhouses is controlled by keys.
20. The standard security features used to secure doors and windows in the students' rooms are locks on the windows and door access to residential buildings is controlled by card access, and access to the townhouses and the rooms with the townhouse is controlled by keys.
21. A description of the type and frequency of programs designed to inform student housing residents about having security enforcement procedures is located in this handbook.
22. Policies and any special security procedures utilized for housing students during low-occupancy periods, such as holidays and vacations, is located in this handbook.
23. Policies on the housing of guests and others not assigned to the student housing or not regularly associated with Alvernia University is located in this handbook.

## Appendix C: Computing Resources Responsible Use Guidelines

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

The massive, easily accessible presence of other types of information, coupled with the impact on the University network, requires that we define expectations for conduct while using University computer facilities. Consistent with the University's mission statement, which states, "The goal is to prepare learners for personal achievement, for social responsibility, for moral integrity, and for spiritual fullness," the user should think about the ethics and responsibility associated with the intellectual growth that the Internet provides.

### Guidelines:

1. The University manages access to its limited computing resources by requiring that users identify their accounts with a unique personal user name and password. Each user is responsible for all activities on his or her user name. Misrepresentation and intrusion are serious abuses of the rights of others. We expect that the user will neither attempt to use the network account of another person nor provide access to his or her account to others. Intellectual dishonesty erodes scholarship.
2. Users are responsible for making use of software and electronic materials in accordance with copyright and licensing restrictions and applicable policies. The University expects the user will:
  - a. Obey the copyright laws, carefully and appropriately citing all references from sources found on the Internet.
  - b. Use only legal versions of copyrighted software in compliance with vendor license requirements.
  - c. Not make or use illegal copies of copyrighted materials or software.
3. No downloading and/or share music, videos, or any other creative, copyrighted property in violation of federal law. Pornography, hatred, and racism demean the human spirit. We expect that the user will not use the University's electronic resources for, among other things, lewd or indecent behavior, threat of physical harm, sexual or other harassment, or stalking. We also expect the user not to access pornographic, racist, or inflammatory materials for any purpose except honest academic research.
4. Pictures and graphic files tax the capability of the network and printer due to their size, and printing them takes a very long time. We expect that the user will:
  - a. Avoid bogging down the network; not download pictures unnecessarily.
  - b. Restrict printing of pictures and other heavily graphic items such as music, to images necessary for work.
  - c. Print single copies only.
  - d. Refrain from printing images, necessary or not, when the labs and other facilities are busy with people working on other items such as word processing documents, spreadsheets, and programs.
5. E-mail is to be treated with the same respect as regular mail. We expect the user will use e-mail in a responsible manner:
  - a. Avoid flooding the system with unnecessary messages or chain letters;
  - b. Not use the mail system to send illegal or inflammatory materials or messages that would be deliberately injurious or threatening to a person or group; and

- c. Delete messages from mail folders as soon as possible. The network administrator will periodically clean out those directories if the user does not do so after being given reasonable notice.
6. Activities related to the University's mission take precedence over computing pursuits of a more personal or recreational nature. We expect the user to respond to the needs of others at times of heavy computer use by working in a way that minimizes PC time. If work priorities are assigned, time limits are imposed, or the user who is "surfing" is asked to yield the station to someone doing work directly related to a course or other legitimate University purpose, we expect the user to cooperate.
7. Enforcement: The University does not regularly monitor user files, messages or data on its computing systems. However, certain system administrators and other individuals may have access to the full content of user accounts. They may access account contents if a perceived threat to system security or a violation of University policy or local, state, or federal law is discovered or reasonably suspected.
  - a. Access to the computing resources of Alvernia University is granted subject to University policies, and local, state, and federal laws.
  - b. Policy violations that constitute a breach of the student conduct code will be referred to the appropriate authorities. In addition, violations of the law will also be referred to the civil authorities. Information Services Division staff may take immediate action to abate ongoing interference with network and system operations, or to ensure system integrity.

## Appendix D: Copyright Guidelines

Copyright refers to the rights granted to the creator of a work to copy, distribute, create derivative works, perform, or display the work. Anything that is “fixed in any tangible medium of expression” may be copyrighted. This includes: print materials, video, DVD, sound recordings, computer disks, and Internet communications.

### Fair Use

Fair use allows for the use of copyrighted materials, within certain limitations, for purposes such as of scholarship, research, teaching and criticism. The University acknowledges and encourages the appropriate use of copyrighted works and materials for teaching, scholarship, and research purposes consistent with federal copyright law and the standards for fair use. Given both the importance of complying with federal copyright law and the difficulty of determining fair use, the University’s copyright and fair use policy provides guidance on the use of the work of others. This policy can be found on the University’s website at <http://www.alvernia.edu/library/policies/copyrightpolicy.htm>.

Fair use is determined by weighing four factors:

- Purpose of the use – generally favors non-profit, educational uses
- Nature of the copyrighted work – factual, as opposed to more creative works, are more likely to be considered with fair use
- Amount of the work that is used – the smaller the portion of work that is used the more likely it is covered by fair use
- Effect on the market value of the original work – weighs against fair use in instances where the original should have been purchased

### Fair Use and Classroom Assignments

- Incorporating brief portions of outside material into classroom assignments falls within fair use. Be sure to cite these outside sources.
- Students may incorporate copyrighted works into multimedia presentations provided that: the presentation is for an assignment or professional portfolio, no more than 10% of any single work is used, no more than five (5) images from one artist or photographer is used, and copyright permission is obtained if the work is retained for more than two (2) years.
- Materials from the Internet are subject to the same fair use guidelines as other materials.

### Music and File Shares

It is not legal to download or share copyrighted material, including music or video files, for which you do not hold the copyright. It is also a violation of the University’s Responsible Use Policy. Be aware that legal actions have been taken against individuals using University networks for unlawful purposes and that the University will not protect you from such action.

### Video and DVD

Unless the recording is sold or rented with the performance rights, they should be considered “for home use only.” Watching a recording with a few friends in a dorm room is fine. Anything in excess of this, including viewing by a club or organization, requires that copyright permission be obtained. For further information on copyright see Alvernia’s policy on copyright, fair use, and file sharing <http://www.alvernia.edu/library/policies/copyrightpolicy.htm>.

## Appendix E: Online Social Networking Guidelines

Alvernia University recognizes that online social networking through is a great tool. It allows users the opportunity to connect with an infinite number of people both locally and worldwide for both social and professional purposes. However, it is important to remember that social networking publicly exposes the user. Some guidelines to consider:

- Protect yourself against sexual assault, stalking, identity theft, and burglary by not posting personal information. Never give out any personal information such as your address, birth date, class schedules, study schedules, or phone numbers.
- Use privacy settings to help control who can access your information. Many sites, including Facebook and MySpace, allow you to restrict the availability of your profile to certain individuals. While these settings provide no guarantees, they can be a useful tool in gaining some control of your details and photos.
- Be Smart. Drinking, drugs, lewd behavior, and even hazing issues have recently surfaced across the nation as posted by students in these online social networks.
- If you wouldn't post it in your local newspaper, don't post it online. Posting something on the internet is just as open and available to others as posting something on the front page of your local newspaper. If you do not your mother, your father, or your grandmother to read it or see it then don't post it.
- Your online profile may be the only impression someone has of you. While close friends may know you're joking about something you've posted, your future employer and others who stumble across your profile may only have that information to gauge who you are. Eighty-percent of employers report that they are doing internet searches of potential new employees, over 40 percent are searching Facebook. Make sure that the image you're projecting online is one that accurately represents you, and think twice before posting it. Remember too that companies such as Google cache the internet on a daily basis, including social networking sights daily. So something you post for a day or two as a joke might just get cached and be available for view by others indefinitely.
- Be Civil. Alvernia University supports students' basic rights including freedom of speech and expression. However, freedom of speech and expression stop where inappropriate behavior begin.
- Civility matters (even on the internet). We are all members of the University community and there are responsibilities that go along with that. Alvernia University expects students to be positive members of the University community, and that community extends even into cyberspace. Examples of such uncivil behavior include threats, harassment, and even sexual harassment.

**Appendix F: Universal Release Waiver**

**ALVERNIA UNIVERSITY**  
400 St. Bernardine Street | Reading, Pennsylvania 19607

WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK,  
COVENANT NOT TO SUE AND INDEMNIFICATION AGREEMENT

INTENDING TO BE LEGALLY BOUND, I, the undersigned, hereby release and discharge Alvernia University, its Trustees, agents, officers and employees (collectively, the “University”) from all claims, responsibilities and any liabilities for any injuries, illness and/or loss (physical or economic), which may result from or arise out of, or be connected with my voluntary participation in the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(the “Program / Activity”)

By signing below, I acknowledge that participation in the Program / Activity may be dangerous and may result in harm to my property and to me that may not be known to me or readily foreseeable at this time. Furthermore, I acknowledge that participation in the Program / Activity may expose me to hazards or risks that may result in illness, personal injury or death whether caused by my own actions or inactions, the actions or inactions of others and/or the actions or inactions of the University. I understand and appreciate the nature of such hazards and risks.

In consideration of my voluntary participation in the Program / Activity, the sufficiency of which is hereby acknowledged, I hereby voluntarily accept and assume the hazards, risks and dangers associated therewith and forever indemnify and hold harmless the University from any and all liability to me, my personal representatives, estate, heirs, next of kin and assigns, as well as any other third parties, for any and all claims and causes of action arising out of my participation in the Program / Activity. I agree to reimburse the University with respect to any and all such claims, demands, causes of action, losses, damages, liabilities, costs (including reasonable attorneys' fees and expenses, court costs and costs of appeals) asserted against or incurred by the University by reason of or arising out of my participation in the Program / Activity, whether caused by the negligence of the University, or otherwise.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated, and unsuspected injuries, damages, loss and liability, and the consequences thereof in affiliation with my voluntary participation in the Program / Activity. The provisions of any State, Federal, Local or Territorial law or statute providing in substance that releases shall not extend to claims, demands which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

I further promise, covenant and agree not to bring, commence, prosecute or maintain, or cause or permit to be brought, commenced, prosecuted or maintained, any suit or action, either at law or in equity, in any court in the United States, or in any State thereof, or elsewhere, against the University for personal injury, property damage or any other type of loss, arising out of, or in any way connected with my participation in the Program / Activity.

I further understand and agree as follows: (1) that I may revoke this agreement at any time; (2) that this agreement is binding upon me and my heirs, executors, administrators, personal representatives and next-of-kin; (3) that this agreement shall be interpreted and governed by the laws of the Commonwealth of Pennsylvania; (4) that if any provision of this agreement shall for any reason be held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of this agreement; (5) that, in the event of an emergency, I authorize University personnel or representatives to approve emergency medical treatment for myself in the event of injury or illness during my participation in the Program / Activity; and (6) that I am at least eighteen (18) years of age and am fully competent to sign this agreement.

I further acknowledge that I have had ample time to review this agreement along with the opportunity to have this agreement reviewed by an attorney and that a qualified employee of the University was available to discuss and answer questions regarding this agreement with me.

IN WITNESS WHEREOF, intending to be legally bound, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

*IF PARTICIPANT IS UNDER THE AGE OF 18:*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Date Signed

EMERGENCY INFORMATION	
_____ Who to Contact in Case of an Emergency	_____ Relationship
_____ City and State	_____ Phone Number

## Main Campus and Satellite Site Directory

---

### **Main Campus-Reading Pennsylvania**

Undergraduate Center  
400 Saint Bernardine Street  
Reading, PA 19607  
1-800-ALVERNIA  
610-796-8200

***Office Hours:***

*Monday through Friday: 8:00 am to 4:30 pm*  
*Saturday by appointment*

---

### **Main Campus-Reading Pennsylvania**

Graduate Center  
540 Upland Avenue  
Reading, PA 19611  
1-888-ALVERNIA  
610-796-8228  
610-796-8367 (fax)  
gradandce@alvernia.edu

***Office Hours:***

*Monday through Thursday: 8:30 am to 5:00 pm*  
*Friday: 8:30 am to 5:00 pm*  
*Saturday by appointment*

---

### **Schuylkill Center-Pottsville, Pennsylvania**

2650 Woodglen Road  
Pottsville, PA 17901  
570-628-4011  
570-628-3317 (fax)

***Office Hours:***

*Monday through Thursday: 9:00 am to 8:30 pm*  
*Friday: 9:00 am to 4:00 pm*  
*Saturday by appointment*

---

### **Philadelphia Center-Melrose Park, Pennsylvania**

1355 W. Cheltenham Avenue  
Melrose Park, PA 19027  
215-635-4734  
215-635-4950 (fax)

***Office Hours:***

*Monday through Thursday: 9:00 am to 8:00 pm*  
*Friday: 9:00 am to 4:30 pm*  
*Saturday: 9:00 am to 1:00 pm*