



*Student*

*Handbook*

---

*Effective January, 2018*

## *Department Directory*

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 Development.....	610-796-8225
Community Standards.....	610-796-5508
Educational Planning Center.....	610-796-8263
Event Management.....	610-796-8210
Financial Planning (Student Aid).....	610-796-8356
Freshman Foundations & Cross Cultural Services.....	610-796-8437
Graduate & Continuing Education.....	610-796-8228
Health & Wellness Center.....	610-568-1467
Information Desk (Veronica Hall).....	610-796-8251
Information Technology.....	610-927-2008
Learning Center.....	610-796-8423 or 610-568-1494
Library.....	610-796-8223
Mission.....	610-796-5509
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
University Life.....	610-796-8211
Veterans Center.....	610-685-342

## TABLE OF CONTENTS

<b>Mission, Values and Vision</b> .....	7
The University Mission Statement.....	7
Core Franciscan Values.....	7
Core Franciscan Vision.....	7
<b>Community Standards</b> .....	8
Students’ Personal Rights.....	8
Students’ Collective Rights.....	8
Student Code of Citizenship.....	9
Community Standards System.....	11
Filing a Complaint.....	11
Incident Procedures.....	11
Definitions.....	12
Rights of Respondents.....	12
Interim Suspension.....	13
Community Standards Conferences.....	13
Preliminary Conference.....	14
Reconsideration of Sanction.....	15
Formal Administrative Conference.....	15
Sanctions.....	16
Failure or Refusal to Complete a Sanction.....	18
Appeal Process.....	19
Student Disciplinary Records.....	19
Privacy of Community Standards Records.....	20
Inspection of Community Standards Records.....	20
Parental/Legal Guardian Notification.....	20
Amendment of Records.....	21
<b>University Procedures</b> .....	22
American with Disabilities (ADA) & Section 504 of the Rehabilitation Act.....	22
Campus Crime Statistics.....	23
Closing/Severe Weather.....	23
e2Campus.....	24
Family Educational Rights and Privacy Act.....	24
Directory Information Public Notice.....	24
Food/Meal Service.....	25
Grounds and Facilities Access.....	25
Health and Counseling Procedures.....	25
Identification Card (ID).....	26
Mandatory Assessment.....	26
Medical Leave, Voluntary and Involuntary.....	28
Missing Students.....	30
Non-Emergency Medical Transport.....	30
Student Records.....	31
<b>Major Policy Information</b> .....	32
Campus Policies.....	32
Human Rights.....	32
Harassment.....	32
Sexual Misconduct.....	33
Alcohol Policy Statements.....	39
Medical Amnesty.....	40
Alcohol at University Sponsored Events.....	40
Alcohol in the Residence Halls.....	40
Sanctions/Corrective Initiatives.....	42

In the Presence .....	42
Use/Possession .....	42
Illegal Drugs and Substances Statements .....	44
Introduction.....	44
Education .....	44
Major Illegal Drugs/Substances Policy .....	44
Medical Amnesty .....	45
Sanctions/Corrective Initiatives .....	45
Sale, Distribution or intend to Deliver .....	45
In the Presence .....	46
Use/Possession.....	46
Immediate Intervention and/or Medical Assistance .....	47
<b>Policy Information</b> .....	48
Campus Policies .....	48
Breach of Security.....	48
Communication .....	48
Computing Resources Acceptable Use .....	48
Copyright Infringement.....	48
Credit Card Marketing .....	49
Disruptive Behavior .....	49
Fire Safety .....	49
Gambling.....	49
Identification Card (ID).....	49
Influencing a Person to Commit a Violation .....	50
Invasion of Privacy .....	50
Nondiscrimination.....	50
Peaceful Assembly/Protest Guidelines.....	50
Social Media .....	50
Reporting Violations .....	53
Parking and Vehicular Safety.....	54
Location of Parking Permit .....	54
Temporary Parking Permit.....	54
Designated Student Parking .....	54
Handicapped Spaces .....	54
Fire Lanes.....	54
Speed Limit.....	54
Violation/Fines.....	54
Frequent Violator.....	55
Vehicle Immobilization.....	55
Vehicle Towing and Removal.....	55
Violations of Unpaid Fines .....	55
Responsibility for Violations .....	56
Appeal Process.....	56
Posting Policy .....	55
Recreational Vehicles.....	57
Smoke-Free Policy .....	57
Solicitation/Sales Policy.....	58
Purpose.....	58
Scope and Application .....	58
Definitions.....	58
General Guidelines.....	58
Student Guidelines .....	59
Non-Profit organization Guidelines .....	59
Additional Guidelines .....	60
Theft, Attempted Theft and Vandalism.....	60
Unmanned Aircraft Systems .....	60

- Violence, Use of ..... 61
- Weapons and Explosives..... 61
  
- Residence Halls Policies ..... 62**
  - Introduction ..... 62
  - Damage ..... 63
  - Electric Appliances ..... 63
  - Comfort/Service Animals ..... 63
  - Fire Safety ..... 64
  - Keys ..... 64
  - Pet Policy ..... 64
  - Quiet Hours ..... 64
  - Room Change..... 64
  - Room Consolidation ..... 64
  - Room Decorations..... 65
  - Sports and Recreation ..... 65
  - Visitation & Guest Policy ..... 65
  - Waste Disposal..... 66
  - Water-Filled Furniture ..... 66
  - Weights ..... 66
  
- Student Life..... 67**
  - Activities Calendar..... 67
  - Campus Ministry..... 67
  - Community Standards..... 67
  - Counseling Center..... 67
  - Health Services ..... 67
  - Multicultural Engagement ..... 68
  - Residence Life..... 68
  - Sexual Assault Counseling and Education..... 69
  - Student Activities and Student Clubs and Organizations..... 69
  - Veterans Center..... 69
  
- Residence Life and Housing ..... 70**
  - Living on Campus ..... 70
  - Resident Bill of Rights ..... 70
  - Resident Housing ..... 71
  - Residence Life..... 71
    - Services for Residents ..... 71
    - Safety and Security ..... 73
  - Residence Life Housing Procedures..... 73
  
- Academic Services ..... 76**
  - ADA..... 76
  - Academic Success Center ..... 76
  - Career Development..... 76
  - Freshmen Foundations ..... 77
  - Writing & Learning Center ..... 77
  - Educational Technology ..... 78
  - Information Technology..... 78
  - Library..... 78
  - Registrar ..... 79
  
- Academic Policies and Procedures..... 80**
  - Academic Calendar ..... 80
  - Academic Grievance Procedures..... 80
    - Traditional Undergraduate ..... 80
    - Continuing Education ..... 80
    - Graduate ..... 81

Academic Honesty .....	82
Violations of Academic Honesty .....	82
Academic Probation/Dismissal (Consult the University Catalog) .....	83
Academic Responsibility.....	83
Add/Drop Period .....	83
Attendance .....	83
Course Catalog.....	84
Delaying a Class.....	84
Grading.....	84
Graduation Application .....	84
Registration .....	84
Withdrawal (Non-Medical) .....	84
<b>Student Services</b> .....	86
Athletics and Recreation .....	86
ATM.....	86
Bookstore .....	86
Campus Shuttle .....	87
Dining Services .....	87
Global Learning (International Student Programs and Study Abroad) .....	88
Safety and Security .....	88
Student Billing Office .....	89
Student Financial Planning.....	90
<b>Involvement Opportunities</b> .....	91
Registered Student Organizations .....	91
Student Government Association.....	91
Development and Recognition of Clubs and Organizations.....	91
Social Media Policy .....	94
Reporting Violations .....	98
<b>Appendices</b> .....	99
Appendix A: Legal Standards.....	99
Appendix B: The Drug-Free Schools & Communities Act (1990).....	102
Appendix C: Computing Resources Acceptable Use Guidelines .....	104
Appendix D: Universal Release Waiver .....	109
<b>Main Campus and Satellite Directory</b> .....	110

## 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.

Nothing contained in this Student Handbook shall be deemed an exclusion of any person on the basis of race, sex, sexual orientation, gender, religion, ethnic heritage, age, disability, citizenship status, veteran status, physical appearance, or other characteristics. It is the express intent of this Student Handbook and its policies and procedures to be inclusive of all persons.

## **COMMUNITY STANDARDS**

---

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

### **Students' Personal Rights**

- All members of the academic community must recognize the human dignity of each student.
- Each student has the right to equal education and social opportunities without regard to race, sex, sexual orientation, gender, religion, ethnic heritage, age, disability, citizenship status, veteran status, physical appearance, or other characteristics.
- Each student has the right to manage personal affairs except when such a right conflicts with the good of the community.
- Each student, as a citizen, has the right of petition, freedom of speech, and peaceful assembly, except when such rights conflict with the good of the community.
- Each student has the right to freedom of conscience relating to religious worship and is expected to respect this freedom in others.
- Each student has the right to effective separation of academic and non-academic records. Information from Community Standards, health, or counseling records is not generally made available without the written consent of the student involved, except when permitted by law or in cases in which safety of persons or property is at issue.
- Each student has the right to access her or his education records, as provided by the federal Family Educational Rights and Privacy Act (FERPA).

### **Students' Collective Rights**

- Students have the right to organize and join associations to promote their own interests. Campus organizations, including those affiliated with off-campus organizations should be open to all students. (Reasonable exceptions may be made for academic honor societies.)
- 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.
- 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 pertinent to a private University and the Catholic, Franciscan philosophy of Alvernia.
- Students have the right to consult their instructors, advisors, department chairs, College or School Deans, or the Provost on any academic matters.
- Students shall have access to the Student Government Association (SGA) constitution as well as to any other rules and regulations of the University.



### Alvernia University Student Code of Citizenship

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

Therefore, each student shall...

- be honest at all times.
- respect the rights of all people, especially those that pertain to...
  - physical and emotional safety and security;
  - views and beliefs;
  - pursuit of personal and educational goals.
- treat others with kindness and empathy.
- act in a civil manner in all settings, including but not limited to:
  - on campus: for example, in classrooms and residences, on the fields and in the stands;
  - off campus: especially in our neighborhood and at University events;
  - in cyberspace.
- respect the physical and intellectual property of others, including the University and our neighbors.
- respect the environment, both human-made and natural.
- read, know, and comply with all published University policies, procedures, rules, and regulations.
- cooperate and comply with the requests and directives of University officials as they fulfill their duties.
- comply with all federal, state, and local laws.

Every student has a degree of responsibility for and to the University community. Therefore, when a student encounters a situation in which one or more other students' or guests' behaviors are not consistent with our code, the student is responsible to take one of these actions: address the situation in question so that the behavior ceases, report the situation to a University official, or, at very minimum, leave the situation. The presence of any student who does not take at least one of those three actions during an incident that violates the Student Code of Citizenship shall be addressed by our Community Standards system.

From time to time, a student may encounter a situation in which it may not be clear whether or which University expectations apply. In such instances, the student should seek guidance from a University official who may reasonably be expected to be able to clarify. When faced with difficult situations, students should ask themselves the following questions:

- Does this action better the community or harm it?
- Is the action both ethical and legal?
- What does my conscience tell me?

Each student is expected to act in ways that fulfill the Student Code of Citizenship both on and off campus beginning with the student's acceptance of admission to Alvernia University and for so long as the student has a continuing relationship with the University. Allegations or failures to meet these expectations will be addressed by our Community Standards system.

The tenets of the Student Code of Citizenship are purposely expressed in the positive. Examples of specific prohibitions that flow from these positive tenets appear on the next page.

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

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

Because our Student Code of Citizenship requires that students respect the rights of all people and treat others with kindness and empathy, all forms of verbal, physical, or psychological abuse, threats of harm to self or others, harassment (including sexual harassment), hazing, sexual contact without effective consent, or actions that endanger others are prohibited. The intimidation or terrorizing of others by racist, sexist, homophobic, or other means are prohibited. Restraint of freedom of movement or expression and/or disruption of the normal functions of the University and its activities are prohibited.

Because our Student Code of Citizenship requires that students act in a civil manner in all settings, acts of misconduct including but not limited to uncivil language, such as excessive swearing; conduct that is disorderly, lewd, or indecent; breach of peace; or that reflect poorly upon the Alvernia University community are prohibited.

Because our Student Code of Citizenship requires that students respect the physical and intellectual property of others, including the University and our neighbors, as well as the environment, both human-made and natural, actual or attempted theft of and/or damage, destruction, vandalism, and all other forms of abuse or misuse of University property or the property of others are prohibited. Also prohibited are 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, and unauthorized possession, use, or duplication of University-issued keys or other means of access to University property or premises. Also prohibited are all forms of misconduct in the pursuit of academic endeavors, in interaction with members of the University community, or at another institution while acting on the University's behalf.

Because our Student Code of Citizenship requires that students read, know, and comply with all published University policies, procedures, rules, and regulations, failures to comply with all such policies, procedures, rules, and regulations are prohibited.

Because our Student Code of Citizenship requires that students cooperate and comply with the requests and directives of University officials as they fulfill their duties, prohibited behaviors include but are not limited to failure to identify oneself and/or produce a University identification card when asked, failure to evacuate a campus building during a fire alarm, failure to surrender or dispose of a substance or item prohibited by our alcohol and other drugs or weapons policies, failure to appear at a Community Standards Conference or otherwise respond as instructed when summoned by a University official, or failure to comply with assigned sanctions resulting from Code violations. A student who does not respond, appear, or act is not excused from disciplinary action by the University.

Because our Student Code of Citizenship requires that students act as responsible citizens and therefore comply with all federal, state, and local laws, violations of all such laws are prohibited. The University will exercise discretion in monitoring this expectation and this prohibition, with particular emphasis on violations that are made knowingly and of one's own volition, or that reflect poorly on the University community. Of special concern are laws that govern the possession, use, and sale of controlled substances, including but not limited to alcohol and other drugs.

## **Community Standards System**

### **Community Standards Authority**

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

### **Filing a Complaint**

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

## **Reporting an Incident**

### **Reporting an Incident of Behavioral Concern**

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

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

### **Incident Procedures**

The University follows procedures to handle suspected violations of the Student Code of Citizenship.

When an incident occurs in a residential facility, Residence Life /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 residential facility, Office of Community Standards/Public Safety personnel are contacted and report to the scene to respond appropriately. All protocols concerning safety, health and wellness, and administration notification are followed.

The contacted University official writes an official Incident Report.

- The appropriate University official reviews the report and investigates as necessary.
- The Incident Report with the initial information is forwarded to the Assistant Director of Residence Life and Community Standards as soon as possible. As investigations continue, supplemental reports can be added. A record is created by the Office of Community Standards.
- Serious incidents involving injury, medical assistance, police involvement, or terrorism of any type are submitted immediately to the Assistant Director of Residence Life and Community Standards. In these cases, the Assistant Director of Residence Life and Community Standards records the incident and if necessary, consults with the Interim Dean of Students & Director of Residence Life or Vice President for Enrollment Management and University Life to assess the situation, review the safety and security of all involved, and determine charges.

The Student Code of Citizenship shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. Once the Community Standards process has begun, it will continue to completion regardless of whether the student voluntarily leaves the university.

### Definitions

- Advocate – An advocate is a member of the Alvernia University community – faculty, staff, or student – who is appointed by the Assistant Director of Residence Life and Community Standards and who, during the student's conference, assists the student in understanding the charges that have been brought. The advocate may not speak on behalf of the student, interrupt the conference, question witnesses, or serve as a legal advisor. In cases of sexual misconduct, the advocate may be from outside the university community, as described in that policy section of the Student Handbook.
- Appeal – Formal process of requesting that the outcome of a Formal Administrative Conference be reviewed with the purpose of over-turning the outcome.
- Complainant – A person who brings forth a formal complaint against another student.
- Conference – A formal meeting conducted by a University official to examine the alleged violation(s) with the respondent in light of the evidence and determine if the student is responsible or not responsible for what happened.
- Conference Officer – A University official who holds the hearing and facilitates all logistics and actions associated with it.
- Consent – Permission granted by one person to allow something to take place or happen.
- Expedited Conference – A conference that moves forward as quickly as possible because of critical circumstances.
- Intake –The process of advising the respondent of the alleged violations and conference procedures and answering procedural questions from the respondent.
- Preponderance of Evidence – The standard used by the University to determine responsibility: "Is it more likely than not that the violation occurred based on the evidence and information available at the time of the conference?"
- Respondent – The person alleged to have committed or accused of a violation of the Student Code of Citizenship.
- Responsible/Not Responsible – These are the terms used in stating the outcome of the conference. "Responsible" means an admission or finding that the Student Code of Citizenship has been violated. "Not Responsible" means a finding that the Student Code of Citizenship has not been violated.
- Student – Anyone who accepts admission to, and for so long as the person has a continuing relationship with, the University.
- Substantial University Interest – Refers to issues that reflect or interact with the operation or reputation of the University, its students, or personnel.
- University official – Any person hired by the University who has administrative or faculty 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.
- Witness –A person who can provide a firsthand account of something seen, heard, or experienced during an incident.

### Rights of Respondents

- Each respondent has the right to a Community Standards conference. 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 respondent has the right to consult legal counsel; however, lawyers are not permitted at any conference, unless acting as an advocate in a sexual misconduct case. The University does not provide legal services.
- The respondent has the right to know the outcome of the conference in a timely manner.

- The respondent has the right to have the outcomes and sanctions explained. This may include a written document which delineates the imposed sanction or sanctions.
- The respondent, subject to the applicable state and federal law, has the right to review relevant evidence and documents in his/her Community Standards record and subject to applicable law.
- The respondent has the right to not attend a conference. However, if the student does not attend the conference, the proceedings will continue and an outcome determined. The student will be sent a copy of the outcome of the conference and/or sanctions imposed with a statement outlining the appeal process. No adverse inference will be drawn solely on the basis of failure to attend.
- The respondent may avail himself or herself of all appropriate processes outlined in this section of the *Student Handbook*.

### **Interim Suspension**

- Interim suspension from the University and/or from particular aspects of association with the University, such as the privilege to reside in or visit University residences, may be imposed on a student or a group of students by the Vice President for Enrollment Management and University Life (or a designee). Students may be subject to Interim Suspension for various reasons, including but not limited to, a need for immediate separation from all or some of the University community because of incomplete or ignored sanctions, when a student presents a 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 Community Standards Conference (see next section). When police are involved in the incident, the interim suspension may continue until the investigations are completed and/or court outcomes are known. During interim suspension the student is not permitted to be on campus or specified University locations 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 she or he is not able to register for classes until all requirements have been met.

### **Community Standards Conferences**

Alvernia University utilizes Community Standards Conference procedures, which reflect appropriate process and reasonable sanctions. The University's Community Standards Conferences are not the same as criminal or civil proceedings found in the local, state, and federal court systems. Decisions will be based on the standard of preponderance of evidence, meaning that the Conference Officer must conclude that it is more likely than not that an allegation of a violation is true. Sanctions, if any, will be fair, reasonable, and appropriate.

Only members of the University community (defined for this purpose as students, faculty, staff members, and administrators – specifically respondents, identified complainants, witnesses, advocates, and faculty/staff/administration members directly involved in the administration of the Community Standards process) may participate in Community Standards conferences. Therefore, lawyers, parents, family members, and other persons, unless acting as an advocate in a sexual misconduct case, are not permitted to attend any Conferences. Exceptions may be made by the Assistant Director of Residence Life and Community Standards, on a case by case basis, to allow individuals to participate if they can provide a firsthand account of something seen, heard, or experienced during an incident.

The University will make an audio recording of all Formal Administrative Conferences, for University records. No other recordings of any portions of the Community Standards process – including but not limited to Preliminary Conferences, outcome notification meetings, and so forth – are permitted.

Students registered with the Disability Services Office can request accommodations to ensure their full and equal participation in any Community Standards process and/or proceeding. Accommodation requests should be made directly to the Assistant Director of Residence Life and Community Standards. Accommodations are determined on an individual basis in consultation with the Disability Services Office.

When an alleged violation of the Student Code of Citizenship occurs, a Preliminary Conference is normally scheduled within five (5) business days of the incident. The student will be notified of all scheduled dates, times, and places by phone, University email or by letter.

In cases in which local, state, or federal authorities are involved, the Preliminary Conference process may be postponed until the police investigation and/or court outcomes are completed. A student may be placed on interim suspension during this time period, at the discretion of the Assistant Director of Residence Life and Community Standards or superiors.

### ***Preliminary Conference***

A Preliminary Conference is scheduled and held by the Assistant Director of Residence Life and Community Standards or a designee.

- A Preliminary Conference may only be postponed and rescheduled at the discretion of the Assistant Director of Residence Life and Community Standards or designee.
- The student is notified of the time and place of the Preliminary Conference.
- Failure to appear at the scheduled hearing may result in sanctions being imposed without the student being present.
- The Assistant Director of Residence Life and Community Standards, or designee, holds a Preliminary Conference to explain the charges and the Community Standards process.
- Upon hearing all information, evidence, statements, and the charge(s), the student has the opportunity to take responsibility, or to be found “responsible” or “not responsible”.
- The Conference Officer has the right to end the Preliminary Conference and schedule a Formal Administrative Conference, if deemed necessary to best resolve the issue.
- **If the outcome is “Responsible.”**
  - When the student takes responsibility or is found to be responsible, the conference continues and sanctioning takes place. If possible, the student is given immediate notice of the finding and the sanctions being imposed as a result of the conference. If such notification is not possible due to continued deliberations, written notice of the outcome will be given to the student after the Conference Officer has reached a decision, normally within five (5) business days.
  - Findings and sanctions are clearly assigned and explained to the student in writing.
  - A student may contest the finding of responsibility OR contest one or more sanctions. A student who wishes to contest a finding of responsibility may request a Formal Administrative Conference. A student who takes responsibility or is found responsible but wishes to contest one or more sanctions may request a Reconsideration of Sanctions. The student may only request one of the above mentioned processes. The request must be made within two (2) business days of receipt of the outcome of the Preliminary Conference.
  - Guidelines for the Reconsideration of Sanction Request and the Formal Administrative Conference Request Process Guidelines are available from the Office of Community Standards.
- **If the outcome is “Not Responsible.”**
  - If the student is found to be “Not Responsible,” the conference 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.

### **Victims' Rights in Certain Situations**

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

### **Reconsideration of Sanctions**

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

- A student wishing to request a Reconsideration of Sanctions must do so, in writing, within two (2) business days upon receipt of the sanctions.
- The Assistant Director of Residence Life and Community Standards (or designee) will review the written request, the alleged violations, and the Preliminary Conference proceedings.
- The student who is making the request may be interviewed at the discretion of the Assistant Director of Residence Life and Community Standards (or designee).
- Outcomes and sanctions that resulted from the Preliminary Conference may be suspended, at the discretion of the Assistant Director of Residence Life and Community Standards, pending the outcome of the request.
- In response to the request, sanctions may be eliminated, reduced, otherwise modified, or upheld. The student will be notified of the outcome of the request in writing, normally within five (5) business days.

### **Victims' Rights in Certain Situations**

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

### **Formal Administrative Conference**

A Formal Administrative Conference is held by the Assistant Director of Residence Life and Community Standards (or designee).

- The student is notified of the time and place of the Formal Administrative Conference.
- The Assistant Director of Residence Life and Community Standards, or designee, meets with the student to explain the charges and the Community Standards process.
- After that meeting, a Formal Administrative Conference 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".
- A Formal Administrative Conference may only be suspended, postponed or rescheduled at the discretion of the Assistant Director of Residence Life and Community Standards or designee.
- Failure to appear at the scheduled conference can result in sanctions being imposed without the student being present.
- Outcomes and sanctions that resulted from the outcome of the Preliminary Conference may be suspended, at the discretion of the Assistant Director of Residence Life and Community Standards, pending the outcome of the Formal Administrative Conference.

- All outcomes and sanctions that result from the outcome of the Formal Administrative Conference supersede the outcomes and sanctions of the Preliminary Conference.
- **If the outcome is “Responsible”...**
  - When the student takes responsibility, or is found to be responsible, the conference continues and sanctioning takes place. If possible, the student is given immediate notice of the finding and the sanctions that are being imposed as a result of the conference. If such notification is not possible due to continued deliberations, written notice of the outcome will be given to the student after the Conference Officer has reached a decision, normally within five (5) business days.
  - Findings and sanctions are clearly assigned and explained to the student in writing.
  - A copy of the Appeal Process is presented to the sanctioned student.
- **If the outcome is “Not Responsible”...**
  - 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.

### **Victims’ Rights in Certain Situations**

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

### **Sanctions**

Sanctions are imposed when students are found responsible for any violation of the Student Code of Citizenship or other Alvernia University policies, procedures, rules, or regulations through the Community Standards process. Unless otherwise noted, students issued one or more sanctions are recognized as *not being in good disciplinary standing with the University*. In addition, a student may be issued supplementary conditions to be completed in conjunction with one or more sanctions.

For sanctions issued specifically for alcohol and drug violations, please refer to the Alcohol Policy and the Illegal Drug and Substances Policy sections of this *Student Handbook*.

- **No Contact Order** – This is a directive from the Vice President for Enrollment Management and University Life or a designee, which stipulates that the addressed student may not have contact with a particular person or persons. The person(s) is (are) clearly named in the directive. It spells out the conditions and warns the addressed student of the consequences for violating the order. A student issued this sanction may, in certain circumstances, still be considered in good standing with the University.
- **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, that repetition of the offending behavior is not to occur again. The letter will indicate that any further violations of policy will warrant further sanctions. A student issued this sanction is considered to be in good standing with the University.
- **Loss or Restriction of Privileges**– This sanction may be imposed when a student’s behavior warrants a loss or restriction of University privileges. These may include, but are not limited to, residing in or



visiting residential facilities, denial of the right to represent the University in any way, access to facilities, parking privileges, and/or participation in co-curricular activities.

- **Residential Relocation/Reassignment** – This sanction may be imposed when the student’s behavior demonstrates she or he is no longer able to reside with her or his roommate(s).
- **Disciplinary Probation** – This sanction may be imposed 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 she or he 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 supplementary conditions or other sanctions such as, but not limited to, restriction from one or more campus buildings 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 Assistant Director of Residence Life and Community Standards (or a designee).
- **Withholding of 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 Enrollment Management and University Life can withhold a diploma and/or grades for a specific student.
- **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, submission by the student of a written request for reinstatement to the Vice President for Enrollment Management and 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. 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 she or he is 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 Vice President for Enrollment Management and 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.
- **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 for Enrollment Management and University Life imposes forced withdrawal.
- **Dismissal** – This is a written sanction of permanent withdrawal of the privilege of attending Alvernia University. The Vice President for Enrollment Management and University Life imposes the dismissal upon the recommendation of the Assistant Director of Residence Life and Community Standards,

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

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

- **Educational/Restorative Justice Project** – This project is utilized to enhance the learning experience in relation to the policy that was violated, to assist the student in better understanding the overall impact of his/her behavior and to restore any harm done to the community. This sanction may include but is not limited to: writing an essay, attending and/or presenting a workshop to a group of students, meeting with an appropriate educator/administrator, meeting with appropriate community members.
- **Referral to the Health and Wellness Center** – This referral is utilized when the Conference Officer determines 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.
- **Behavioral Agreement** – This is a written agreement, signed by the Vice President for Enrollment Management and University Life or designee and the student, which outlines specific behaviors that must be avoided and which specific behaviors must be adhered to.
- **Mandatory Assessment** – The University may require a mandatory assessment of a student who exhibits behavior and/or conduct which either violates Alvernia’s Code of Citizenship 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 Enrollment Management and University Life upon receiving documentation of concern from faculty and/or staff.
- **Restitution** – A student whose actions damage, deface, or destroy University property may be required to make restitution, in addition to any other sanctions that are officially imposed. Restitution can also be imposed in cases of theft.
- **Community Restoration Hours** – Imposing community restoration hours is permitted when the Conference 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 community restoration hours will be under the direction of an appropriate University official.

**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 face additional charges for failure to cooperate and comply with the requests of University officials. Additionally, holds may be placed on accounts, grades may be held, further registration may be prohibited, and/or interim suspension may be imposed until required sanctions are completed.

1. **Hold on Student Account** – The Registrar’s Office, at the direction of the Vice President for Enrollment Management and University Life or designee, 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.

2. **Withholding grades/transcript** – Grades and transcripts may be held by the Registrar’s Office at the direction of the Vice President for Enrollment Management and University Life for those who do not pay fines or complete required sanctions.

### Appeal Process

Respondents who wish to contest a finding of responsibility or sanctions that result from a Formal Administrative Conference or Reconsideration of Sanctions may appeal to the Vice President for Enrollment Management and University Life. The right of appeal also is available to students who allege that they have been victims of certain crimes of violence and forcible or nonforcible sexual offenses, or the alleged victims’ next of kin (if the alleged victim dies as a result of the crime or offense). These are the permitted grounds for appeal:

- The published Community Standards Conference Procedures were violated or not followed.
- The student believes that information presented during the Formal Administrative Conference was not reviewed or taken into consideration by the Conference Officer.
- New evidence that was not available at the time of the conference and that would have materially affected the outcome can now be presented and considered.
- The sanction(s) imposed is/are grossly disproportionate to the violation.

### **Procedures for Appeal**

- The student writes a letter of appeal to the Vice President for Enrollment Management and University Life identifying the case involved, the outcome of the hearing, and basis for the appeal. In the letter, the student must clearly demonstrate one or more of the possible grounds for appeal, as listed above. The letter must be received within five (5) business days of receipt of the outcome of the Formal Administrative Conference or Reconsideration of Sanctions.
- The Vice President for Enrollment Management and 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 Enrollment Management and University Life.
- If the Vice President for Enrollment Management and University Life concludes that there are no grounds for appeal, the request will be rejected. If the appeal is rejected, the outcomes and sanctions of the Formal Administrative Conference stand and any suspended outcomes and sanctions are immediately reinstated. The student will be notified in writing of the decision.
- If the appeal is accepted, the Vice President for Enrollment Management and University Life may determine responsibility anew, modify sanctions, or conclude that the alleged violations be reheard, in whole or in part, by the Formal Administrative Conference Officer or considered anew by the Vice President for Enrollment Management and University Life. Outcomes and sanctions resulting from the Formal Administrative Conference may be suspended, at the discretion of the Vice President for Enrollment Management and University Life, pending the outcome of the appeal.
- The student will be notified in writing once a final decision is made.
- The decisions of the Vice President for Enrollment Management and University Life are final.
- In the event a complaint is filed with an outside agency, the Vice President for Enrollment Management and University Life may suspend the appeal process pending resolution of the outside complaint.

### **Student Disciplinary Records**

A student who has allegedly violated the Student Code of Citizenship has a record created and maintained by the Office of Community Standards. The student is afforded the opportunity to have the alleged violation(s) heard in

accordance with the procedures described above. If a student is found responsible for the alleged violation(s), his or her record is kept for seven (7) years following the student's graduation if all outstanding sanctions and supplementary conditions have been completed. Community Standards records are kept in perpetuity for students who leave the University or are dismissed but who still have outstanding sanctions. If a student is found not responsible for the violation, the student's Community Standards record is voided.

The Office of Community Standards is responsible for maintaining the records, ensuring accuracy, accessibility, privacy, and appropriate dissemination of the information contained therein in compliance with federal and state laws.

A student is defined as anyone who has accepted an offer of admission and maintains an ongoing relationship with the University. A student is not a person that inquires or applies for admission to Alvernia University or takes a course on campus that is not offered or administered by Alvernia University. The Community Standards record may include the student's warnings, outcomes, sanctions, and dismissals; memos and letters of a disciplinary nature that the student, faculty or administrators wish to have retained; and Public Safety reports.

### **Privacy of Community Standards 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 consent form to grant access to his or her Community Standards record before the Office of Community Standards will disclose the information contained in the student's records to a third party, unless an exception is permitted by law. These privacy requirements apply to student's parents and/or legal guardians except for specific situations noted below. Federal law makes an exception in these cases and allows, but does not require, the University to share Community Standards information.

Community Standards records 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 certain crimes. The University will disclose to the alleged victim of a crime of violence or forcible 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 results of any institutional disciplinary proceeding dealing with that crime or offense.

### **Inspection of Community Standards Records**

Students may request to inspect or view their Community Standards records in accordance with FERPA and University policy. To do so, a student should make an appointment with the Vice President for Enrollment Management and University Life or a designee who will then supervise the review. Students are provided with an opportunity to review their records within a reasonable time that will 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 or the University will redact personally identifying information from disclosure.

### **Parent/Legal Guardian Notification**

Parents and/or legal guardians may review a student's disciplinary file if there is a written consent to disclosure to the parent(s)/guardian(s) from the student; if the parent/guardian requests information in writing and demonstrates that the student is his or her dependent under the Internal Revenue Code of 1986; if 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. As a general rule, University policy shall be that, using federal law as a guide, notification may be made to the parents and/or legal guardians of students found responsible for drug, alcohol, and other serious violations. As well, the University reserves the right to notify parents and/or legal guardians when such notification is necessary to protect the health or safety of the student or

other individuals, particularly but not solely when there are allegations of threats of harm to self or others. Notifications may be made by the Vice President for Enrollment Management and University Life, the Interim Dean of Students & Director of Residence Life, or a designee. Students involved with such violations or situations are informed about these procedures.

**Amendment of Records**

If a student believes that any of the disciplinary records relating to him or her contain information that is inaccurate, the student may ask Alvernia University that additional explanatory material be inserted in the record. Requests for the addition of explanatory material should be submitted to the Interim Dean of Students & Director of Residence Life at the conclusion of the review. The request should clearly identify the part of the record the student wants to supplement and specify why it is inaccurate or misleading. There is no obligation on the part of Alvernia University to grant such a request. If the University declines to supplement the records as requested by the student, the student will be informed and the student may request a meeting with the Vice President for Enrollment Management and University Life.

## UNIVERSITY PROCEDURES

---

### **Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act**

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 Academic Learning Specialist – Academic Intervention, in the Educational Planning Center, of the disability as soon as possible/practical and preferably prior to the start of classes so accommodations can be made by the University as soon as possible;
2. Provide current and appropriate documentation that describes the nature of disability and supports the type of accommodation requested;
3. Meet with the Academic Learning Specialist – Academic Intervention 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 Academic Learning Specialist – Academic Intervention. Questions should be directed to the Academic Learning Specialist – Academic Intervention, located in the Educational Planning Center, Bernardine Hall, (610) 568-1499.

Alvernia University does not exclude, solely by reason of disability, any otherwise qualified individual from participation in nor deny such an individual the benefits of, nor subject such an individual to discrimination under, any program or activity receiving Federal financial assistance.

For questions, concerns, or to request further review of a request for accommodations, **students** should contact:

Academic:

Dr. Jerry Greiner  
Interim Provost, Alvernia University  
215 Francis Hall, 400 St. Bernardine Street, Reading, PA 19607  
610.796.8307 // jerry.greiner@alvernia.edu

Non-Academic:

Dr. John McCloskey  
Vice President for Enrollment Management and University Life, Alvernia University  
212 Student Center, 400 St. Bernardine Street, Reading, PA 19607  
610.7968226 // john.mccloskey@alvernia.edu

Grievances brought by students against other students will be addressed through our Community Standards process. (See Community Standards chapter in this *Student Handbook*).

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

Human Resources, Alvernia University  
220 Francis Hall  
400 St. Bernardine Street  
Reading, PA 19607

610.796.8317

[human.resources@alvernia.edu](mailto:human.resources@alvernia.edu)

### **Campus Crime Statistics**

Alvernia University complies with reporting requirements of both the federal government and the Commonwealth of Pennsylvania in regard to criminal offenses on campus. Should there be any complaints about the University's compliance with state reporting requirements, they should be filed in writing with the Vice President for Enrollment Management and 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 Enrollment Management and University Life.

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/student-life/crime-statistics.html>) and are also available in the Public Safety office.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Pennsylvania, it is the Pennsylvania State Police through the Reading Police Department) to provide Alvernia University with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at Alvernia University.

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 is required to inform the campus community that a Pennsylvania State Police registration list of sex offenders will be maintained and available at two campus locations: the Office of Public Safety in the Student Center, 2<sup>nd</sup> Floor and the Office of the Vice President for Enrollment Management and University Life, in the Student Center, 2<sup>nd</sup> Floor.

In addition, a list of all registered sex offenders in Pennsylvania is available from the Pennsylvania State Police at <http://www.pameganslaw.state.pa.us>. Alvernia University is located in Berks County and the zip code is 19607.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and the Pennsylvania Megan's Law 42 Pa.C.S. § 9791 (updated April 2009).

### **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 should submit to the Office of the Vice President for Enrollment Management and University Life a written request that identifies the record(s) they wish to inspect. The Registrar or Vice President for Enrollment Management and University 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 who wish to request that their records be amended 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 will notify 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 provide written 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 email 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 and there is no carryover from one semester to the next.
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 Health & Wellness Center and the student's 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. Students who miss a meal(s) because of participation in off-campus athletics competition will be given appropriate meal money or will be provided with a meal before returning to campus.

### **Grounds and Facilities Access**

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

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

### **Health and Counseling Procedures**

Section 504 of 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 Enrollment Management and 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 wellbeing 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.

### **Mandatory Assessment**

The University utilizes mandatory assessment of its students who continue to exhibit behavior and conduct which either violates the Student Code of Citizenship, or suggests serious concerns about the health and safety of the student or others. Mandatory assessment can be part of the community standards process or implemented by the

Office of the Vice President for Enrollment Management and University Life upon receiving valid multiple statements of concern from faculty and/or staff.

The Office of the Vice President for Enrollment Management and 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 Enrollment Management and 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 Enrollment Management and University Life.

## Medical Leave, Voluntary and Involuntary

### **Medical Leave**

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. Medical leave requests will not be considered during the final two weeks of a semester or the last week of a mod or summer term. Exceptions will be considered only in extreme circumstances.

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

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

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

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

A student requesting medical leave must:

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

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

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

- The Director of Health Services will forward the student's request and provided documentation to the Vice President for Enrollment Management and University Life, or designee.
- The Vice President for Enrollment Management and University Life, or designee will approve or disapprove the request and send a copy of the decision to the student, Director of Health Services, Registrar, Student Accounts Office, and the Student Financial Planning Office. 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 Services.

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

The effective date of an approved medical leave will be the date on which the medical leave request is received by the Director of Health Services. 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 semester following 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 must reapply for admission to the University through the Office of Admission.*

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

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

A student on a one-semester medical leave status may request an additional one-semester extension by making a written request to the Director of Health Services by August 1 for the fall semester, and by December 1 for the spring semester. Additional documentation may be necessary for approval of an extension. A decision approving or disapproving of the additional leave will follow the same process described in the section entitled “Determination of Medical Leave Request.”

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

A student requesting to return from medical leave must:

- Have a licensed physician, therapist, or health practitioner provide a specific diagnosis based on the DSM-V or ICD-10 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 a treatment plan and medications currently prescribed, including substantial side effects. Any recommended accommodations should also be included in the report if a long term disability exists.
- Sign a release allowing the Health and Wellness staff and the Vice President for Enrollment Management and University Life, or designee to communicate with the physician, therapist or health practitioner, 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 health practitioner.
- 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 health practitioner and/or the University Counseling Center.
- Meet with the Vice President for Enrollment Management and University Life, or designee if requested.

The appropriate University administrators will review the documentation and determine whether all requirements have been satisfied and evaluate 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. Under these circumstances, the student would qualify 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 or protect the student and 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 when a student's behavior requires services 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 her or his circumstances reviewed by the appropriate University administrators who will make a recommendation to the Vice President for Enrollment Management and University Life as to his or her 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 refund schedule published on the university web site, based upon the effective date of the medical leave.

### **Missing Students**

Students who are suspected to be missing persons should be reported to Public Safety. Pursuant to 34 C.F.R. § 668.46, 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 Interim Dean of Students & Director of Residence 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.

### **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.

## **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. An additional level of security is provided to these records to maintain their confidentiality and the records are stored as secured documents accessible only by the user. Students should contact the Director of Health Services for the complete policy regarding counseling 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 Community Standards in the University Life Division for the complete policy regarding disciplinary records.

### **Medical Records**

Medical records will be kept by 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 Services for the complete policy regarding medical records.

## **MAJOR POLICY INFORMATION**

---

### **Campus Policies**

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

### **Human Rights Policies**

#### **Introduction**

In the Franciscan tradition relationships and how we treat each other are of utmost importance, therefore, Alvernia University believes that all people deserve to have their fundamental human rights and dignity respected. The Alvernia community strives to promote an environment that facilitates learning, in a caring and inclusive space. Alvernia is a place where students learn to love others and in turn learn to how to serve others, as Saint Francis taught.

The Alvernia community treats each other with kindness and empathy regardless of our difference. Alvernia should be an environment free from all forms of intimidation, harassment and bullying. All people should be treated with respect regardless of race, sex sexual orientation, gender, religion, ethnic heritage, age, disability, citizenship status, veteran status, physical appearance or other characteristics.

Alvernia University strives to maintain an environment where all employees and students are free from sexual harassment or discrimination.

#### **Education**

Since loving one another is central to our Franciscan identity it is important to educate students about harassment and its effect on other individuals and the community as a whole. The University Life Division and the Human Resources Office coordinate the University's educational efforts.

### **Major Harassment Policy Statement**

Alvernia University strives to maintain an environment where all students and employees are free from harassment. It is the responsibility of each person on campus to respect the personal dignity of others. Harassment is any act that is unwanted, severe and/or pervasive, that results in alarm, fear, and/or serious annoyance. This may include but is limited to physical, verbal, and/or electronic forms of harassment. Examples of physical harassment may include but is not limited to hitting, pushing, throwing objects, touching, or threaten to do so. Examples of verbal and electronic harassment may include but is not limited to unwanted derogatory or vulgar jokes or innuendos, phone calls, texted messages, Facebook posts, tweets, unwelcome or unsolicited sexual advances, demands or request, or distribution of any offensive or pornographic material.

Alvernia University does not tolerate any type of harassment but would like to highlight five types of harassment that are especially detrimental to the community; bullying, stalking, and discriminatory harassment.

Alvernia University does not tolerate any type of discrimination or retaliation against anyone for bringing an alleged issue of harassment to the attention of the University. Student and employees are strongly encouraged to report any violation of the Human Rights Policy.

*For further information about Sexual Harassment policy and the other forms of sexual misconduct, please see the Sexual Misconduct Policy further in this section of the Student Handbook and also the overall Alvernia University Sexual Harassment and Misconduct Policy, available in the Title IX section of the university web site, [www.alvernia.edu](http://www.alvernia.edu).*



### **Specific Policy Statements**

**Harassment** is when an individual or group acts against another individual or group resulting in alarm, fear, or serious annoyance without a legitimate reason.

**Bullying** is when an individual or group repeatedly and intentionally imposes harmful acts upon another individual. Acts may be physical, verbal, emotional or electronic resulting in embarrassment, fear, pain or discomfort.

**Stalking** is when an individual repeatedly and persistently acts without a legitimate reason by any action, method, device, or means in a way that results in alarm, fear, emotional distress or serious annoyance to another party.

**Discriminatory Harassment** is when an individual or group acts against another individual or group resulting in alarm, fear, or serious annoyance without a legitimate reason because of the party's membership to group such as: race, sex, sexual orientation, gender, religion, ethnic heritage, age, disability, citizenship status, veteran status, physical appearance, or other characteristics. Please note that discriminatory harassment based on sex, sexual orientation or gender is also considered Sexual Harassment. (For detailed information, see the Sexual Misconduct Policy, below.)

**Hazing** is an action taken by an individual or group that might process mental or physical discomfort, embarrassment, harassment or ridicule that is required or expected for membership in a group, club or team that is not consistent with the mission of the group, club or team.

#### **Reporting a Violation**

Students are encouraged to consult the Vice President for Enrollment Management and University Life for assistance. Employees of the University are encouraged to consult with the Director of the Human Resources Department regarding their concern. Once an incident of harassment has been reported to the university, the university will take the appropriate actions to remedy the situation. Any incident of student on student or student on employee harassment will be handled through the published Community Standards system. Any employee on student harassment will be handled in the process described in the current Alvernia Employee Handbook.

### **Sexual Misconduct Policy**

#### **Introduction**

Alvernia University believes that all people deserve to have their basic human dignity and sexual sovereignty respected. Everyone has the right to not be acted upon sexually by someone else unless and until he or she gives clear, knowing, and voluntary consent. Alvernia University believes that any violation of the sexual misconduct policy is a very serious matter.

Alvernia University strives to maintain an environment where all employees and students are free from sexual harassment or discrimination.

#### **Education**

The University provides educational programs designed to prevent intimate partner violence, sexual assault, stalking, and other sex offenses. The purpose of these programs is to promote an awareness of the warning signs of intimate partner violence, bystander intervention, what to do if victimized by a sex offense, and the warning signs of unhealthy relationships and abusive behavior.

### **Major Sexual Misconduct Policy**

Members of the Alvernia University Community, guest and visitors expect to be free from sexual violence.

All members of the Alvernia University Community are expected to respect the rights of all people which include someone's rights for sexual sovereignty and human dignity.

The University prohibits a broad spectrum of behavior, including sexual harassment, sexual violence, stalking and intimate partner violence. Sexual harassment and sexual violence refer to verbal or physical acts that are unwelcome or without consent. Intimate partner violence, also referred to as dating violence, domestic violence, and relationship violence, includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. Intimate partner violence can encompass a broad range of behavior, including, but not limited to, physical violence, sexual violence, emotional violence, and economic abuse.

Alvernia University will not tolerate sexual harassment, sexual violence, stalking, or intimate partner violence in any form. Such violations are subject to any combination of sanctions, including a recommended sanction of suspension, expulsion or termination.

In order to engage in any sexual activities all parties must give clear, knowing and voluntary consent prior to and during any sexual activities.

### **Consent**

Consent means the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter.

It is only unambiguous consent if both parties are of age, sober, coherent, not forced, threatened or intimidated and have inherent intellectual ability to make this decision.

Consent can be verbal or nonverbal, but verbal consent is always more clear. Silence cannot be interpreted as consent.

Consent can be withdrawn at any time.

Consent to one form of sexual activity with one partner does not mean consent to another form of sexual activity and/or consent with another partner.

Prior sexual relationships do not imply consent to future sexual acts.

The use of alcohol/drugs can impair someone's ability to have the capacity to give consent to any act, and engaging in sexual activities with such a person might violate this policy.

Alvernia University students should remember that the Sexual Misconduct Policy applies, in the spirit of the Student Code of Citizenship, both on and off campus.

## **Amnesty Policy**

In cases of Sexual Misconduct, the primary concern is for the health and safety of the potential victim(s). Individuals are strongly encouraged to seek assistance for themselves or for a friend/acquaintance who may be a victim of Sexual Misconduct. A student seeking assistance from University personnel or medical treatment for him/herself or another student will not be subject to disciplinary action for violations of University Policy, including but not limited to the Alcohol Policy, with reasonable exceptions (e.g., if there is a pattern of such behavior)

## **Sexual Misconduct Offenses (Include But Are Not Limited To :)**

### **Stalking**

- Is when an individual repeatedly and persistently acts without a legitimate reason
- By any action, method, device, or means in a way
- That results in alarm, fear, emotional distress or serious annoyance to another party.

### **Sexual Harassment**

- Unwelcome, gender-based verbal or physical conduct that is:
- Sufficiently severe, persistent and/or pervasive
- Unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from any university activity or program<sup>1</sup>
- Based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation

### **Sexual Violence:**

#### **Non-Consensual Sexual Contact (Could be known as Sexual Assault)**

- Touching of an intimate part for sexual gratification
- With any object or body part,
- By any person directed at another person,
- Without consent for the touching.

#### **Non-Consensual Sexual Intercourse (Could be known as Sexual Assault or Rape)**

- Sexual Intercourse (vaginal or anal penetration by a penis, object, tongue, finger, or any mouth to genital contact
- By any person with another person,
- Without consent of both persons

### **Intimate Partner Violence (Could be known as Dating Violence or Domestic Violence)**

- Any physical, emotional, sexual, or psychological abuse, or threat of such abuse by a current or past partner or spouse, or a person who is or has been in a social relationship of romantic or intimate nature with the victim.. The existence of a relationship may be determined by considering:
  - Length and type of relationship
  - Frequency of interaction between involved parties.

---

<sup>1</sup> Sokolow, Brett A., Lewis, W. Scott, Schuster, Sandra K., *Atixa Gender-Based and Sexual Misconduct Model Policy*. 2011, p.6

### **Retaliatory Harassment**

- Any adverse action against:
- An individual or group because of the individual's or group's participation in a Sexual Misconduct investigation or complaint.
- This may include retaliation, intimidation, threats, or coercion.

### **Sexual Exploitation**

Sexual exploitation is when uses a one person take advantage of someone else without consent for the benefit of anyone else besides the party being exploited. Examples include but are not limited to:

- Invasion of sexual privacy
- Non-consensual recording of any sexual activity
- Engaging in voyeurism
- Exposing one's genitals in a nonconsensual manner
- Knowingly transmitting and STI or HIV to another person.

### **Information for those who experience Sexual Misconduct**

#### **Sexual Assault Victim's Rights**

Alvernia University recognizes the following victim's rights when a sexual misconduct 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, 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 **have the complaint fully investigated as soon as possible after a report has been made.**
- The right **to have the complaint handled via formal and/or informal process in accordance with the University's Community Standards procedures.**
- The right **to have an advocate of choice accompany him/her throughout the Community Standards process.**
- The right to have a **Community Standards conference focusing only on the facts relevant to the accusation.**

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

#### **...immediate Medical Treatment**

For immediate medical treatment see the Health and Wellness Center (610.568.1467), located on the ground floor of Veronica Hall, or students may also seek medical attention at any area hospital, for transportation or assistance call Public Safety (610.796.8350). For emergencies student should either call 911 or use the campus call boxes. At local hospitals, Sexual Assault Nurse Examiners (SANE) specialize in helping victims of sexual violence, and can be seen anonymously and free. It is important to remember to preserve any evidence of sexual misconduct.

**...access to any and all counseling resources of the University**

To use university counseling services see the Health and Wellness Center (610.568.1467). 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.

**...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.)**

If a student would like discuss what remedial actions may take place, such as but not limited to change of class or residence, they are encouraged to see the University Title IX Coordinator:

Dr. Joseph J. Cicala  
Title IX and Clery Act Officer, Alvernia University  
104G Campus Commons  
400 St. Bernardine Street  
Reading, PA 19607  
610.796.8211  
[joe.cicala@alvernia.edu](mailto:joe.cicala@alvernia.edu)

**...have the complaint fully investigated as soon as possible after a report has been made.**

In order to make a formal report an alleged victim or third party should contact one of the following parties:

Director of Public Safety (610.796.8350) on the 2<sup>nd</sup> floor of the Student Center,  
Interim Dean of Students and Director of Residence Life, (610.796.8320) in Veronica Hall,  
Assistant Director of Residence Life and Community Standards (610.796.5508) in Veronica Hall,  
Vice President for Enrollment Management and University Life (610.796.8226) in the Student Center,  
Title IX and Clery Act Officer (610.796.8211) in the Campus Commons.

Once a formal report is submitted an investigation will begin. Please know that the university will investigate all alleged sexual misconduct while doing its best to respect the privacy of the alleged victim(s) and to take any appropriate steps to resolve the situation. Students making reports of sexual misconduct will be advised of their rights and of all possible responses the university may make and all available resources to assist them, including internal and external medical and counseling resources , and that the university will assist them in reporting to and seeking response from the appropriate Police Department.

**Confidentiality vs. Privacy**

If an alleged victim makes a report to one of the individuals listed above, an investigation must be initiated, and the details of the report that are required by law must be included in the university's crime statistics. All efforts to protect the privacy of the alleged victim(s) beyond legally-required disclosure for statistical purposes will be made.

Other university employees have varying levels of duty to report crimes and other incidents of which they become aware. All are required, by university policy, to report threats to safety. Some, including but not limited to University Life, Athletics, and Public Safety staff, as well as advisors to registered student organizations, are required by university policy, based on federal law, to report all crimes of which they become aware. Their reports must be made to one of the individuals listed above or through our electronic reporting system.

Confidentiality may only be promised by designated medical and counseling services providers in our Health and Wellness Center (excluding any circumstances in which law or professional ethics require reporting) and ordained Chaplains in Campus Ministry. Those individuals are, however, encouraged to provide basic information, excluding any that would personally identify involved parties, to help ensure that the university's statistical reports are accurate.

**... informal and formal process or outcomes**

Some complaints of sexual harassment maybe resolved through an informal resolution process. The Director of Community Standards may arrange for or facilitate resolution processes. Informal resolutions may include but are not limited to, mediation, permanent No Contact Orders, or informal conferences with both parties. Mediation will never be applied to cases involving violence or force.

If a victim is not satisfied with the outcome of an informal process a formal process may still be pursued.

**...to an advocate of his or her choice to accompany him/her throughout the Community Standards process**

Once the investigation is complete, the Community Standards process will begin, as outlined in the Community Standards section of the Student Handbook. Throughout the Community Standard process, both complainant and respondent have the right to have an advocate of his or her choice accompany him/her through the Community Standards process, under the conditions outlined in the Community Standards section of the Student Handbook. In cases of sexual misconduct, that advocate may be from outside the University community, if the student so chooses.

**...Community Standards conference focusing only on the facts relevant to the accusation.**

During the Formal Administrative Conference, past sexual history or character will not be discussed unless such information is determined, at the sole discretion of the Formal Conference Officer, to be highly relevant to the case.

**Note:** If there is a concurrent police investigation, the university will determine if it is appropriate to consider interim suspension of the respondent, as outlined in the Community Standards section of this handbook, pending the outcome of that investigation and/or any criminal/civil proceedings to which it may lead.

**Federal Reporting and Timely Warning Obligations**

**Federal Reporting**

Certain university officials are required to report all crimes including sexual misconduct for statistical reporting purposes. All personally identifiable information will be kept private. Reports include information related to the type and general location (on/off-campus, surrounding area) of the incident. These reports help the community get a clear picture of the scope and nature of crime on and around the University.

**Timely Warning**

Victims of sexual misconduct should also be aware that University officials may need to issue an immediate timely warning for an incident that may pose a substantial threat or danger to members of the campus community. The University will not disclose any identifiable information while providing enough information to inform and protect the University community.

The University provides educational programs designed to prevent intimate partner violence, sexual assault, stalking, and other sex offenses. The purpose of these programs is to promote an awareness of the warning signs of intimate partner violence, bystander intervention, what to do if victimized by a sex offense, and how not to become a victim or a perpetrator of a sex offense.

## 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, promotes 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 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 alcohol. 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 community standards actions as well as the applicable state or local laws when police file charges.

Drunkenness (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 Assistant Director of Residence Life and 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 require disciplinary action may result in the student being subject to disciplinary action. Students are reminded that, in a community setting, all are expected to take responsibility for the well-being of others.

### 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 events 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, Francis Hall, Veronica Hall, Founders Village 4, or Judge Hall. All living units in those halls are designated alcohol free. No one, regardless of age, is allowed to possess or consume alcohol in those buildings.
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 alcohol 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 wellbeing 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 communication, 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. Alcohol beverage containers and paraphernalia designed for rapid ingestion of alcohol (i.e., shot glasses, funnels, etc.) are prohibited.
13. Glass bottles and other alcohol beverage containers shall be disposed of properly. The intentional breaking of glass containers, or failing to clean up unintentionally broken glass, will be subject to discipline action.
14. No student shall possess alcohol displays made up of empty alcohol beverage containers. All alcohol containers must be disposed of after each use.
15. Students are not permitted to order or receive a delivery of beer, even if student is of legal age.

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.

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.

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, RDs, 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 an appropriate process Community Standards Conference. 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.

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

In addition, at the discretion of the Assistant Director of Residence Life and Community Standards, students may be referred to the Interim Dean of Students & Director of Residence Life for additional sanctioning which may include suspension.

### **In the Presence**

#### **First Offense**

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

#### **Second Offense**

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

#### **Third Offense**

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

### **Use/Possession**

#### **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 Assistant Director of Residence Life and 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 Assistant Director of Residence Life and 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 Assistant Director of Residence Life and 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 may result in...

- 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 Drugs and Substances Policy**

#### **Introduction**

The use, possession, sale, and distribution of illegal drugs/substances are prohibited. The University seeks to promote an environment free of illegal drugs/substances 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.

#### **Major Illegal Drugs/Substances Policy Statements**

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

- The use, sale, possession, and distribution of illegal drugs or substances are serious violations of federal, state, and local laws. Any involvement with illegal drugs or substances (on or off campus) will result in investigations by Alvernia University’s Administrators, Public Safety Officers, the local police, and other 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, may be found to be “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 Student Code of Citizenship and will be subject to Community Standards 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 Student Code of Citizenship. The student will be held responsible for his/her actions as members of the Alvernia community.
- The misuse of prescription drugs even ones prescribed to the user may result in Community Standard action.

### **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 Assistant Director of Residence Life and 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 require disciplinary action may result in the student being subject to disciplinary action. Students are reminded that, in a community setting, all are expected to take responsibility for the well-being of others.

### **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 an appropriate process Community Standards conference. 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.

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 Assistant Director of Residence Life and Community Standards, a student may be referred to the Interim Dean of Students & Director of Residence 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.

## **In The Presence**

### **First Offense**

- Parental 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**

- 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 is forwarded to the Assistant Director of Residence Life and Community Standards.
- 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 will be forwarded to the Assistant Director of Residence Life and Community Standards.
- Probation for one year following the incident.

- Parental notification.
- Appeal process explained in writing.

### **Third Offense**

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

### **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 responsible, 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).

### **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 policy). 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 policy).
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 policy).
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.*

## POLICY INFORMATION

---

### **Campus Policies**

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

### **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 an investigation, tampering with equipment, and failure to follow visitor procedures.

### **Communication Policy**

A primary mode of communication for the University is the University email system. Students must check their Alvernia email account regularly and are responsible for its content and to comply with any University requests. The University may also communicate with students via phone or US Postal Service. Therefore, students are required to maintain a current mailing address and phone number. Please see the Registrar's Office for information about updating your address. In case of a campus emergency, the University may use the E2Campus service. (See the e2 Campus section under Student Services for more information.)

### **Computing Resources Acceptable Use Policy**

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

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

Policy violations that constitute a breach of the Student Code of Citizenship will be referred to the appropriate authorities. In addition, violations of the law will also be referred to the civil authorities. Information Technology Division staff may take immediate action to abate ongoing interference with network and system operations, or to ensure system integrity. See Appendix C: Computing Resources Acceptable 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 Student Code of Citizenship and federal law. Students found responsible will be sanctioned appropriately. Please see Appendix C: Computing Resources Acceptable Use Policy for additional information.



**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.

**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.

**Fire Safety Policy**

The firefighting 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 community standards 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.

**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.

### **Peaceful Assembly/Protest Guidelines for Students**

Our *Student Handbook* states that each student, as a citizen, has the right of petition, freedom of speech, and peaceful assembly, except where such rights conflict with the good of the community.

When exercising these freedoms within those conditions, please remember that our *Student Handbook* also states that each student is expected to act in ways that fulfill the Student Code of Citizenship, which requires each student

- to be honest;
- to respect the rights of all people, property, and the environment;
- to treat others with kindness and empathy; to act in a civil manner in all settings;
- to read, know, and comply with all published University policies, procedures, rules, and regulations;
- to cooperate with the requests of University officials as they fulfill their duties; and
- to comply with all federal, state, and local laws.

Please ensure, then, that your assembly or protest meets those criteria. Failure to comply may result in Community Standards action. For further discussion about how to do so or to address directly with the University administration the concern that underlies your assembly or protest, please contact Dr. John McCloskey, Vice President for Enrollment Management and University Life (610.796.8226, john.mccloskey@alvernia.edu).

### **Social Media Policy**

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

All policies in the Student Code of Citizenship, including but not limited to the policies related to harassment, hazing and stalking, 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 Citizenship will be sanctioned as appropriate.

## Using Social Media – A Primer

### No Expectation of Privacy

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

### University Monitoring

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

### Confidential Information

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

### Liability

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

These guidelines may be helpful for anyone posting on social media in any capacity. Consistent with the University's mission statement, the user should think about the ethics and responsibility associated with posting content online or within a social network.

### Best Practices

- **Think twice before posting:** Privacy does not exist in the world of social media. Be aware that a presence in social media is or easily can be made available to the public at large. This includes prospective students, current students, current employers, colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups. If you are unsure about posting something or responding to a comment, ask the Office of Student Activities to be put in contact with the Director of Marketing at 610-790-1938.

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 schedule, student schedule or phone numbers.

Be Smart. Drinking, drugs, lewd behavior, and even hazing issues result in serious consequences, present and future, as 80% of employers do internet searches when hiring potential new employees.

- **Strive for accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. If you are unsure about institutional facts do not post them until you have confirmed them by contacting the Marketing and Communications Department.

- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the University and its institutional mission. Social media should never be used in a way that defames or disparages Alvernia or its stakeholders.
- **Photography:** Visitors can easily appropriate photographs posted on social media sites. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web but not suitable for printing. Remember that copying and pasting images is against copyright laws. If you have questions regarding the usage or purchase of the university's images, please contact the Marketing and Communications Department at 610-796-8281.

### **Policies for all Social Media Sites, Including Personal Sites and Blogging**

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about Alvernia University, students, employees, or alumni. All applicable university privacy and confidentiality policies apply to social media. Students or registered clubs or organizations who share confidential information do so at the risk of disciplinary action for violation(s) of our Student Code of Citizenship.
- **Maintain privacy:** Do not discuss a situation involving named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.
- **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the University. For guidance, collaborate with the Office of Student Activities to consult the guidelines for Copyright and Fair Use Policy on the Library's web site. Questions regarding this policy or what options may be available for resolving issues arising under it may be referred to department/division managers, departmental chairs, the Office of the Provost or Human Resources.
- **Don't use Alvernia University logos for endorsements:** Do not use the Alvernia University logo or any other university images or iconography on personal social media sites. Do not use Alvernia University's name to promote a product, cause, political party, or candidate. Unless specifically instructed, students and/or registered clubs or organizations are not authorized to speak on behalf of the University. If you disclose your affiliation with Alvernia, you should also include a disclaimer that your views do not represent the views of the University.

### **Safety and Privacy Tips for Social Networking**

The previous material covers specific policies and guidelines for social media use. The following section offers common sense recommendations for responsible and safe use in the best interests of Alvernia:

**On personal sites, identify your views as your own:** The line between professional and personal business is sometimes blurred. Be thoughtful about your posting's content and potential audiences. Be honest about your identity. In personal posts, you may identify yourself as an Alvernia University student or registered club or organization member. However, please be clear that you are sharing your views as an individual, not as a representative of the University.

- Set privacy settings to help control who can look at your profile, personal information and photos. You can limit access somewhat but not completely, and you have no control over what someone else may share.
- Think about how much information you want to share with strangers. Not everyone will respect your

- personal or physical space.
- Consider the image you are projecting by the materials and photos you are posting. Is it one that you want current and future friends or colleagues to know you by? What does your profile say to Alvernia community members and students about you or your registered club or organization?
- What if you change your mind about a post? For instance, what if you want to remove something you posted as a joke or to make a point? It is important to read the social networking site's privacy and caching statements. Removing material from network caches can be difficult. Posted material can remain accessible on the Internet until you've completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.
- It is important that personal equipment have spyware and virus protections installed. Some sites collect profile information to spam you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.

### **Misuse of Social Media**

Users are not permitted to use Alvernia computing resources to create, transmit or store threatening or harassing materials. You should not produce or transmit any work that has the intent or effect of unreasonably interfering with individual's or a group's educational or work performance at Alvernia or elsewhere, or that creates an intimidating, hostile or offensive educational, work or living environment. This includes viewing, sending or making available offensive materials, unless such activity is appropriate for academic or work purpose. Users of all such services have a responsibility to use these services properly and to respect the rights of others in their use of these services and in accordance with published terms of service. All relevant Alvernia policies apply to the use of these services, but in particular:

- Users may not use these services in violation of any applicable laws.
- Any use that might contribute to the creation of a hostile academic or work environment is prohibited.
- Any unauthorized commercial, non-profit, political or advocacy use not required for course work, research, or the conduct of Alvernia business is prohibited.
- Any non-incident personal use such as advertisements, solicitations, or promotions is prohibited.
- Users may not produce, publish, transmit or distribute materials using the Alvernia network that are contrary to the mission and identity of the University.
- Alvernia administrators have authorized certain individuals to send electronic mail to large groups such as faculty, all staff, all undergraduates, specific classes or groups, alumni, etc., or to the entire Alvernia community. These lists are not open to posts from the community at large. When using these lists, it is the sender's obligation to understand the service and to protect the recipients from intentional or unintentional disclosure of private information.
- Any content posted to a service that is inconsistent with these rules, as well as unsolicited mail from outside of Alvernia (e.g., SPAM) may be subject to automated interception, quarantine and disposal. Furthermore, violation of the policies and procedures set forth in the Social Media Policy will result in disciplinary action up to and including dismissal.

### **Reporting Violations**

Alvernia requests and strongly urges students to report any violations or possible or perceived violations to the Assistant Director of Residence Life and Community Standards or the Vice President for Enrollment Management and University Life

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

All motor vehicles parked on campus or at a designated remote parking area must display a current Alvernia University parking permit. A valid state vehicle registration card and academic schedule must be presented at Public Safety in order to obtain a parking permit. Parking permits are issued at the Public Safety Office, located 2<sup>nd</sup> floor of the Student Center.

### **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 lot designations, is available from the Office of Public Safety.
- Students must park at their assigned parking lot and within lined designated parking spaces.
- Students parking at areas, including public streets/roadways, rather than their assigned parking lot will be subject to ticketing for: “Violation of Parking and Vehicular Safety Policy”. Commuter students unable to locate space in their designated parking lots will be exempt from this violation. Commuter students who are forced to park on a public street shall make sure they are not blocking residential driveways and/or mailboxes. Failure to comply may be ticketed for “Violation of Parking Policy”.
- Students are not permitted to relocate their vehicles from their assigned parking area unless leaving campus or authorized by Public Safety Department. Weekend and overnight parking in non-assigned lot is prohibited and will result in ticketing. At no time is a student permitted to park in a designated faculty/staff parking lot.
- Students may, for the purpose of loading and unloading items from their vehicle, temporarily park in a lot not designated as their assigned lot. This time period shall be brief and not exceed 15 minutes. If a student finds this temporary parking necessary, they shall activate their 4-way emergency flashers for the entire period they are temporarily parked. Vehicles without 4-way flashers activated under the mentioned circumstances, will be ticketed.

### **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**

Fines will be assessed dependent upon violation and will range from \$25 to \$50. Violations include:

- Parking in unauthorized areas
- Operating a vehicle in a reckless manner
- Failure to adhere to campus road signs
- Operating vehicle too fast for posted conditions and/or speed limit

- Violation of Parking Regulation- failure to park in designated parking lot.
- Failure to register and/or display a current Alvernia parking permit after 30 days from start of school year- Fine is doubled to \$50.
- Unauthorized Use of Faculty/Staff Permit: any student using and/or displaying an unauthorized Faculty/Staff parking permit. Fine is doubled to \$50.
- Refusing to Obey Public Safety Officer Instructions/Directions: any student failing to respond or obey a Public Safety Officers instructions regarding a traffic and/or parking issue, including failure to produce identification. Fine is doubled to \$50.

### **Frequent Violator**

Any student receiving 7 (seven) or more tickets in any given school year (paid or unpaid) will forfeit their designated sticker and privilege to park in their originally assigned lot/area. Student will have to turn in their original sticker and will be assigned a “Habitual Violator” sticker (white and blue lines) and will be required to park at Ken-Grill parking area. Any ticket received after receiving the “Habitual Violator” sticker, the fine will be doubled for all violations and vehicle may be immobilized at time and place of violation by use of “Boot.”

### **Vehicle Immobilization**

The Public Safety Department will utilize the process of immobilizing (booting) vehicles that are in violation of the parking rules and regulations. While vehicles can be booted for many reasons, the following is a short list for some of the most common infractions that cause a vehicle to be booted:

- Multiple unpaid parking tickets.
- For displaying a lost, stolen, or altered parking permit.
- Frequent violator who has a white and blue lined habitual violator sticker and who has received another ticket.

Once a vehicle is booted, it is issued a ticket and a \$50.00 booting fee. The boot fee must be paid before the boot is removed from the vehicle. Individuals whose vehicle has been booted must make contact with the Public Safety Department for boot removal.

Do not attempt to move a vehicle that has been booted. Moving the vehicle backwards or forwards may cause damage to the vehicle.

Any person who tampers with or damages a boot will be responsible for any and all damages to University property.

If your vehicle has been booted, please take the time to read any warning notices that are applied to your vehicle and take the appropriate corrective action.

### **Vehicle Towing and Removal**

The Public Safety Department also reserves the right to arrange to tow, at owner’s expense, any vehicle when the location of the vehicle presents a hazardous or emergency situation and the owner cannot be located. Below is a short list of several other common infractions that cause a vehicle to be towed:

- Vehicles parked in such a manner as to create a hazard to other traffic or obstructing a road, loading zone, fire hydrant, handicap space or fire lane.
- Any vehicle that is parked illegal and is detrimental to the safety of the campus.

### **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 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 following entities should seek approval from the designated office. Each office stamps the material with an approval stamp. Materials that not approved or are violating posting regulations may be removed without notice. Materials that are inappropriate or promote anything in violation of Alvernia University's policies, Student Code of Citizenship or core values will not be approved for posting.

*Faculty/Staff/Department Sponsored Events* - The Director of Event Management must grant approval of publicity materials prior to posting.

*Off-Campus Organizations* – The Director of Event Management must grant approval of publicity materials prior to posting.

*Students and Registered Student Organizations Sponsored Events* – The Office of Student Activities must grant approval of publicity materials prior to posting.

### **Posting Regulations**

Please use the following guidelines for posting posters/flyers on campus.

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 (unless permission is obtained from department prior to posting). Please post on boards marked "general use" or on unpainted surfaces.



5. Posters and flyers may not be posted within stairwells, glass surfaces if doing so blocks vision or causes a safety hazard and doors leading in and out of buildings, stairwells and hallways.
6. Posters and flyers may not be attached to light fixtures, sculptures, statues, trees, cars and/or trash/recycling receptacles.
7. No more than one posting for the same event/meeting in one area/bulletin board.
8. Approval of the Director of Residence Life or designee is required to post materials in residence halls.
9. Individuals who post materials are responsible for removing these materials within 48 hours after the activity/event date is over or have been posted for two weeks. The University removes electronic postings in a timely manner.
10. Courtesy dictates that organizations may not cover or remove any other approved poster(s) if the event/activity date has not passed.

#### Chalking Guidelines

1. Chalking is permitted by Registered Student Organizations (RSOs) or departments.
2. RSOs may request to promote events by chalking through Alvernia's Office of Student Activities. A chalk drawing must be submitted for approval at least 3 days prior to chalking.
3. Chalking is only allowed on concrete or asphalt surfaces.
4. Chalking is not permitted on any vertical surfaces, buildings, walls, steps, benches, picnic tables, signs, planters, trash/recycling/cigarette receptacles, brick surfaces or trees.
5. Chalking must be done at least 20 feet from building entrances and in open areas that can be directly washed by rain.
6. Only water-soluble chalk may be used for sidewalk chalking. The use of markers, paints, oil-based products, or spray chalk is prohibited.
7. All other posting regulations must be followed.

#### Additional Recommendations

1. Bring original flyer to be approved and stamped if flyer is being duplicated.
2. Do not post flyers/posters more than two weeks prior to the event.
3. Wait until the venue for the event is confirmed before posting any advertisements.
4. If taping a flyer/poster on an approved surface, it is recommended that flyers/posters be hung using making tape (not scotch, duct or packing tape). Staples or push pins should be used when attaching items to bulletin boards.
5. Avoid posting on top of other posted material.

#### **Recreational Vehicles**

For the safety of all members of the University, the use of skate boards, roller skates, roller blades and human powered cycles (bicycles, unicycles etc.) is prohibited within all buildings upon the campus. Use of these devices is permitted on walkways and paths as long as the right of way is granted to pedestrians. Riding such devices on walls, benches and the like is prohibited.

Due to safety concerns regarding fire safety and operator safety, Hoverboards are not permitted anywhere on the Alvernia University campus. The term "Hoverboards" includes but is not limited to self-balancing scooters, battery or gas operated scooters, hands- free segways & electric powered skateboards.

#### **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 of traditional tobacco (cigarettes, pipes and cigars) and/ or use of electronic cigarettes, personal vaporizers and electronic nicotine delivery systems inside campus buildings is expressly prohibited. Electronic cigarettes, personal vaporizers and electronic nicotine delivery systems are battery powered devices that emit vapor and simulate the feeling of smoking. 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 for Students**

#### **Purpose**

This policy is adopted to protect the campus community from sales and solicitation activities that are disruptive, unrelated to the University's mission and educational purpose, incompatible with its normal operation, and to preserve the University's right to regulate sales and solicitation activities on its property.

#### **Policy Scope and Application**

The Solicitation/Sales Policy for Students applies to all students, including but not limited to individual students, Registered Student Organizations, Athletic Teams and other formal and informal groups of students including residential communities, sections of classes, and so forth, and covers all University-provided equipment (as defined below).

#### **Definitions**

Athletic Teams – all university sponsored varsity or club teams

Equipment – all equipment and facilities owned or controlled by the University in the nature of computers, network servers, telephones, email, fax machines, interoffice mail, voice mail, scanners and photocopiers.

Fundraising – the charging of admission, solicitation for funds, sales, or donations in any form.

Registered Student Organization – any organization which has its constitution approved by the officers of the University and Student Government Association and is on file with the Associate Dean of Students & Director of Student Activities.

Solicitation – (or “Soliciting”)

Requesting funds or contributions; peddling or selling, purchasing or offering goods and services for sale or purchase (whether for charitable or commercial purposes);

- Any effort or attempt to canvas, solicit, seek to obtain membership in or support for any organization;
- Posting or distribution of literature, handbills, pamphlets, petitions, and the like of any kind;
- Asking support for a political candidate or otherwise requesting support or commitment with respect to causes, groups or interest;
- Distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit.

Solicitor – any person or entity that engages, attempts, or seeks to engage in solicitation, as defined above.

University – Alvernia University.

University property – any property that is owned, leased, or managed by Alvernia.

#### **General Guidelines**

- Alvernia permits solicitation by Alvernia students under these conditions:

- Solicitation must occur only at the approved location(s).
- Solicitors may not excessively or disrespectfully call out to individuals in the vicinity of the solicitation area.
- Even if pre-approved, the University reserves the right to withdraw, at its discretion, approval or cancel all solicitation on its property should it conflict with functions essential to the educational mission of the University.
- Items to be distributed or offered for sale, which contain University trademarks, names or design elements, must be approved by the Associate Dean of Students & Director of Student Activities.
- The University also reserves the right to regulate time, place, manner, and duration of approved solicitation activity and any advertising related thereto.
- All solicitation must be consistent with the Mission of the University

### **Student Guidelines**

- Any solicitation undertaken by student(s) must be approved by the Associate Dean of Students & Director of Student Activities, conducted in compliance with the Student Handbook and procedures established by the Office of Student Activities.
- Before granting approval, the Office of Student Activities may require a review of any contract existing between the student(s) and any fundraising partners, or charitable organization.
- Each approved solicitor must carry an approval form issued for the activity.
- Any solicitation undertaken by student(s) at a University athletic event either on or off University property; or an Athletic Team must also be approved by the Director of Athletics.
- Any solicitation undertaken by student(s) in any university housing or by a residential community must also be approved by the Interim Dean of Students & Director of Residence Life.
- Students are not permitted to conduct door-to-door sales or place hand-flyers on cars or under residence hall room doors.
- The use of University equipment whereby a student would serve as an agent for an outside business firm must be approved as described above. Some examples are Tupperware, Avon, or Thirty-One.
- Students are expressly prohibited from soliciting/selling services or activities that require a professional license on campus. Such activities include but are not limited to: tattooing, body piercing, and hair cutting.
- Student inquiries regarding the Non-Solicitation Policy should be directed to the Office of Student Activities.

Please note that the Solicitation/Sales Policy for Students is adapted from the Alvernia University Non-Solicitation Policy. For more information on the Alvernia University Non-Solicitation Policy please contact the Office of Procurement & Risk Management.

### **Non-Profit Organization Guidelines**

The University recognizes the value of charitable organizations and encourages employees and students to be active participants in organizations that support or contribute to the mission of the University. With the exception of University authorized charitable giving campaigns such as the United Way, any not-for-profit organization that wishes to solicit on campus must be sponsored by a University-affiliated organization and obtain the approval of the Director of Event Management, which will coordinate with the appropriate University department.

- The organization will be provided with written approval. Sales will normally be conducted from assigned tables in the Student Center or another designated location.
- Arrangements should be made through, and inquiries regarding the Non-Solicitation Policy should be directed to, the Director of Event Management.

- Solicitation by a charitable organization at a University athletic event either on or off University property must also be approved by the Director of Athletics.

### **Additional Guidelines**

- Non-employees or non-students may not engage in solicitation. Any limited exceptions to the Non-Solicitation Policy must be approved by the Vice President for Finance and Administration.
- The Non-Solicitation Policy does not prohibit normal business contacts by authorized vendor representatives engaging in business with the University in compliance with other University policies, provided such contacts are made with the consent of University officials.
- Vendors approved for vending privileges to the University community may, at the discretion of the Office of Procurement and Risk Management, be permitted to sell their products at restricted locations on University property for a limited number of days per year, provided that they register with the Director of Event Management and pay any applicable fee.
- Non-employees or non-students who have not been authorized to enter University property shall be considered trespassers. Trespassers violating this policy who have no affiliation with the University will be removed from University property, given trespass warnings not to return, and may be subject to arrest and prosecution.

### **Theft, Attempted Theft, and Vandalism Policy**

Because the taking or destruction of the property of another is contrary to the values espoused by the University community, neither is tolerated. Anyone found to be in violation of this policy will minimally be required to make restitution up to the full cost of replacement of property stolen or vandalized. Other appropriate sanctions can be imposed by the Assistant Director of Residence Life and Community Standards, the Vice President for Enrollment Management and University Life, or designee. 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.

### **Unmanned Aircraft Systems**

The operation of unmanned aircraft systems including drones and model aircraft is regulated by the Federal Aviation Administration (FAA) and relevant state law. Alvernia University will establish procedures required to ensure compliance with those legal obligations and to reduce risks to safety, security, and privacy. At this time, the use of drones is not permitted on University property. This is due to both Federal Aviation Association requirements, and risk management/liability issues.

### **Definitions**

- **Unmanned Aircraft Systems (UAS)** – UAS are also known as or may be characterized as Drones. According to the FAA, a UAS is the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. UAS may have a variety of names including quadcopter, quadrotor, etc. FAA regulation applies to UAS regardless of size or weight.
- **Alvernia University Property** – Buildings, grounds, and land that are owned by Alvernia University or controlled by Alvernia University via leases or other formal contractual arrangements to house ongoing Alvernia University operations.

- *COA – Certificate of Authorization or Waiver. According to the FAA, the COA is an authorization issued by the Air Traffic Organization to a public operator for a specific UA activity.*

### **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.

When these acts occur in the context of intimate partner violence or when the behavior is perpetrated on the basis of sex, sexual orientation or gender, the conduct will be resolved under the Sexual Misconduct Policy.

### **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.

## **RESIDENCE HALL POLICY INFORMATION**

---

### **Introduction**

Living on campus differs fundamentally from living in a personal apartment. Students in residence halls 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 Assistant Director of Residence Life and Community Standards is responsible for ensuring that the University's community standards system 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.

The University 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. The following is a list of some of the reasons entry and room searches occur:

- 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 information that University policies are being violated. In cases where there is information 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. Prohibited items and/or evidence are subject to documentation and confiscation. This may include, but is not limited to, weapons, 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 information or other reason to believe 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 is not limited to thoroughly going through an individual's personal belongings. A student wishing to file a complaint relating to an inspection or search should do so in writing to the Vice President for Enrollment Management and University Life or the Director of Public Safety. Except in emergencies, a member of the Residence Life staff will accompany any University representative or official during searches of residences.

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:

### Comfort/Service Animal Requests

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

The request must be provided along with a housing application; it may be provided separately if the student already resides in campus housing at the time of the request. Additional medical documentation may be required. Upon approval, student will be notified of available spaces and required to sign additional paperwork (including liability waivers and damage assessment agreement) to finalize the arrangements.

### Damage Policies

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

- When damage occurs in the residence hall or townhouses, repair and/or replacement costs are billed to the student(s) responsible.
- Students found to have created damage in residential facilities subject themselves to the loss of on-campus housing privileges and other community standards 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 includes, 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 the Underwriters Laboratories Seal of Approval and be plugged directly into a wall outlet.
- String lights/rope lights are permitted in residence hall rooms under the following conditions: manufacturers recommendations must be followed, lights cannot be hung around doors or from fire safety equipment and they may not obstruct exits.
- Only UL approved extension cords may be used. Multiple outlet extension cords must have surge protectors, and must be plugged directly into a wall outlet. Any electrical cords placed on the floor must be taped down, to prevent any tripping hazards.
- Only one microwave oven is permitted per room in the residence halls. Power requirements may not exceed 120 volts/10 amps.
- Due to electrical supply, only university provided microwaves are permitted in living units with kitchens. Microwaves are not permitted in bedrooms in these areas.
- Only one refrigerator is permitted per bedroom in the all residence halls. Size may not exceed 3.6 cubic feet and power requirements may not exceed 120 volts/10 amps.
- Toasters, toaster ovens, hot plates, slow cooker and indoor or induction grills are only permitted in living units with kitchen areas. When using these appliances, students must be physically present and monitor cooking activities.
- Only coffee makers with auto shut off devices are permitted in all residence hall rooms.
- The following items are not permitted in or near any area of the residence halls:
 

○ Deep fryers	○ Halogen lamps
○ Outdoor turkey fryers	○ Multi-octopus lamps
○ Coal or gas grills	○ Space heaters
○ Sunlamps	○ Exterior antennas, aerials, or satellite dishes

- Unauthorized or dangerous appliances will be confiscated.

### **Fire Safety**

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

- All candles (burnt or unburnt), incense, incense burners, and any other open flame or open coil materials are prohibited in the residence halls.
- Live Christmas trees are not permitted in residence halls.
- All residents are expected to familiarize themselves with the emergency evacuation plans for their buildings. 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.

### **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 is the individual to whom the key 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 have no pets other than approved comfort/service animals, as described by and in compliance with the conditions described above, or non-aggressive fish in aquariums that are no larger than 15 gallons. Students may be assessed a non-negotiable charge for the disinfecting of a room or residential area that 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. noise should always be kept at a considerate level. In all cases, students are expected to respond cooperatively to staff and other students who make a request for quiet. Any electronic or other equipment that may be causing the noise disturbance may be confiscated.

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

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

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

### **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 community standard 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 community standards 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 darts or 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.

### **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.

### **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, 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 with the University; guest may be registered on the Residence Life page on MyAlvernia. The guest will be issued an overnight guest pass, which must be carried at all times. If the guest is not properly registered the guest will not be permitted to reside overnight in a campus residence.

### **Waste Disposal**

All room trash/recyclables must be deposited in trash bins located adjacent to the residence halls. 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.

## STUDENT LIFE

---

### Activities Calendar

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

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

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

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

### Community Standards (Judicial Affairs) (610-796-5508)

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

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

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

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

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

In accordance with regulations contained within the **Family Education Rights and Privacy Act (FERPA)** and **the Health Insurance Portability and Accountability Act (HIPAA)**, Alvernia University Health and Wellness Center will maintain all student medical information as a Treatment Record which is separate from the student's Education Record. Information from a student's Treatment Record will only be disclosed to designated parties with the written consent of the student, except in certain cases of threat of harm to self or others, in keeping with professional codes and/or relevant laws.

**Information shared with Teaching, Clinical or Internship sites becomes part of the student's Education Record under FERPA. This includes but is not limited to immunization records, physical exams, ppd's, and drug screens.**

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

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

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

Medical emergencies are generally referred to either the Reading Hospital and Medical Center or St Joseph Medical Center. After hours or weekend emergencies on campus are referred to Public Safety and in some instances the doctor on call may be called. Any ambulance expenses, as well as the costs of transportation to off campus physicians' offices are the responsibility of the student.

The Health and Wellness center recognizes that emotional health is an essential element in achieving one's goals here at Alvernia and beyond. Counseling services offers short term individual counseling free of charge with a Licensed Psychologist. **Counseling records are confidential and maintained separately from student Treatment Records. Information contained in these records may only be released with written consent of the student, except in certain cases of threat of harm to self or others, in keeping with professional codes and/or relevant laws.**

### **Multicultural Engagement (610-796-8437)**

The Director of Multicultural Engagement, located in Bernardine Hall, leads the University's efforts to welcome, celebrate, and support students from all diverse backgrounds.

Multicultural Engagement promotes understanding, unity and appreciation of the growing diversity of our campus, affirming the inherent value and dignity of each person, regardless of race, sex, sexual orientation, gender identity, religion, ethnic heritage, age, disability, citizenship status, veteran status, physical appearance, or other characteristics. The campus community celebrates diversity 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 director works 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 director 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 sexual violence. The purpose of these programs is to promote an awareness of what the law is, what to do if victimized by sexual violence, and how not to become a victim or a perpetrator of sexual violence.

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

The Student Activities Office, located in Campus Commons, works closely with individual students, student government and 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 alternatives, 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.

**Veterans Center (610-685-3425)**

Located in Bernardine Hall and working with our Veterans Club, the Veterans Center creates a comfortable atmosphere in which veterans and veteran affiliates are able to bond and share experiences. We promote members’ participation in veteran organizations and outreach programs that will enlighten fellow Alvernia about veteran culture and history and raise awareness within our community about the issues surrounding veterans and their families. Our Veterans Advocate and our staff of Student Veterans are ready to help veterans and veteran affiliates become aware and make use of all possible Alvernia and external support resources, as well.

## **RESIDENCE LIFE AND HOUSING**

---

On-campus housing is required and guaranteed for all students with first year academic status. All first- and second 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 Enrollment Management and University Life, or designee. 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.

Alvernia University's current student residences are designed to complement the pursuit of full-time undergraduate studies, with respect to their design as multiple resident units, their supervision by undergraduate resident assistants reporting to graduate and professional staff members, and their emphasis on educational programming and leadership development to complement students' curricular pursuits. For those reasons, students who are under the age of 17 or over the age of 30 normally are not eligible for University housing. Petitions for exceptions to this policy will be considered on an individual basis by the Vice President for Enrollment Management and University Life, or designee, whose decisions with respect to such petitions will be final. If the University develops residential facilities for graduate students, this policy may be amended accordingly.

### **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 University 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**

- ***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 students of the same gender within each townhouse unit. Each unit is equipped with four double rooms, three bathrooms, a full kitchen, 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.
- ***Founders Village Apartments***, for upper-class students, include approximately 250 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 and a laundry room.
- ***Francis Hall*** is a traditional residence hall with triple, double, and single rooms accommodating approximately 56 students.
- ***Judge Hall*** is the University's suite style 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
- ***Village 4 (PODs)*** is a 12 person community living spaces with double and single bedrooms. These areas feature a full kitchen with two refrigerators, a dining area, a large living room, and an in-unit washer and dryer. In addition the hall contains a gas fireplace located in the main lounge, and a study room.
- ***Veronica Hall*** is a traditional residence hall with triple and double rooms housing approximately 135 students. Veronica Hall is single-gender 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 Interim Dean of Students & 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 Interim Dean & Director, assisted by the Assistant Director of Residence Life and Community Standards, Assistant Director for Housing Operations and Resident 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, Residence Life staff, along with the 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 through the Residence Hall Association.

### Services for Residents

- Cable TV. Basic cable television is provided in each residence room.
- 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 either the full 19-meal plan or the alternate 14 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 Friday: 9:00 a.m. through 12:00 midnight  
Saturday-Sunday: 8:00 p.m. through 12:00 midnight

- Data ports. Each student has access to an individual data port for their use.
- Wireless Internet. Wireless Internet is available throughout the residence halls. Private routers are prohibited.
- Laundry Facilities. Washers and dryers are located in 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 at the student mailroom, located in the Facilities building. Mail service operates Monday through Friday.
- 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).



- **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, and 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, except those living in Founders Village Apartments and the PODs, must provide their own telephone.
- **Trash.** Students are required to deposit their trash in the designated bins located near 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 pm on the day preceding the holiday/break.*
- *Christmas break—residence halls at 6 pm 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 Office of Residence Life.*

#### 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 for summer/winter housing. The Assistant Director for Housing Operations 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 Student Billing Office no later than posted housing application deadlines, along with an application and 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:

- Credited to the student account upon fulfillment of the housing contract, typically after add/drop period in the spring semester.
- Credited at 50%, to the student account for those students who are released from the housing contract, typically after the end of fall 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 Interim Dean of Students & 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

### 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 and 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.
- 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.

### Medical Single Room Requests

Requests for singles based on medical or physical disability needs are reviewed and granted pending space availability. Requests for medical singles must be accompanied by a written request, a medical doctor's support of the request and must be 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 Office of Residence Life. 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 the 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. The RA will inform residents of potential damage billing but at no 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.

Students approved for early arrival occupancy need to make separate arrangements for food service. 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.)

### **Academic Success Center**

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

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

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

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

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

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

### **Office Hours**

The Career Development 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 Development are available on the website at ([www.alvernia.edu/careerservices](http://www.alvernia.edu/careerservices)), and all jobs listed by Career Development 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 Development 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.

### **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

include “*VAULT*”, a large online library resource with over 600 guides for everything students need to jumpstart their career or internship and BerksWorks, which is a Berks County employer-based internship list.

### **Job Search Strategy Services**

The Career Development 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 Resources 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 Development personnel.

### **Freshman Foundations (610-568-1499)**

Freshmen Foundations is a one year support program for Alvernia freshmen who, based on their admission credentials, demonstrate that they have the potential to succeed in college but also that they need added support. This is not a pre-college or preparatory program but a freshman year experience. The program is led by our Academic Learning Specialist – Academic Intervention, located in the Writing & Learning Center in Bernardine Hall.

Support comes primarily through a first semester learning community, regular academic advising and focused attention to study skills. Some students may, depending on the results of their placement exams, be required to take developmental courses in reading, writing and/or math. Over the course of their first year, students will take several courses that are restricted to students in the program; the majority of their courses will be taken outside of the program. This balance ensures that they encounter a broad range of faculty and students, develop a realistic sense of the academic standards and expectations at Alvernia, develop independent judgment, and enjoy full membership in the Alvernia Community.

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

#### **Undergraduate**

Tutoring services are available in the Writing & 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 Academic Learning Specialist for more information.

#### Writing & 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.

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

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

**Information Technology (610-927-2008) or ext. 2008 from campus; email: ServiceDesk@Alvernia.edu)**

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 610-927-2008 or toll free out of the local area at 855-402-3828. IT maintains all University-owned computers and administers the University network. 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 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, and residence hall study rooms, as in most campus locations. Computers are also available at satellite sites for student use.

**Library (Circulation and General Information: 610-796-8223; Library Learning Commons Help Desk: 610-796-5517; Email: 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.

## **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 Enrollment Management and 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 Enrollment Management and 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 *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 notify 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(es) 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 a 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 Self-Service 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 Self-Service. The date of open registration is posted on Self-Service. 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 who voluntarily withdraws from the university must notify the appropriate individual, as identified below, of his/her intent to withdraw. Communication may be written or oral. If the communication is oral, the person providing the information must be able to verify his/her identity as the student or approved representative of the student by providing requested identifying information such as, but not limited to: student ID, social security number, date of birth, email, and/or mailing address. The University reserves the right to refuse accepting oral information if it is incomplete or cannot be verified and may require the request to be provided in writing. Full-time undergraduate students should contact the Academic Support Center or the Registrar's Office; Reading Campus and online graduate or adult undergraduate students should contact the School of Graduate and

Adult Education; and Schuylkill Center or Philadelphia Center students should contact their respective Centers' directors or designees.

If a student notifies a faculty or staff member or department other than one of those listed above, the individual notified should make every effort to immediately notify the appropriate individual or department, as listed above, of the student's notification and provide documentation if available and as appropriate.

The university reserves the right to require the withdrawal of any student whose scholarship is unsatisfactory or whose conduct renders him/her undesirable as a member of the university community.

Students who withdraw or are approved for medical leave\* are entitled to tuition refunds in accordance with the refund schedule published on the university web site. (\* Medical leave policy and procedures are outlined in a separate section of the Student Handbook. Questions should be submitted to the Director of Health Services.)

## 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**

Santander Bank provides ATM machines on campus in the lobbies of Bernardine Hall and the Physical Education Center.

### **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 can be paid by 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 posted on the Public Safety page of the University web site ([www.alvernia.edu](http://www.alvernia.edu)) and available by calling Public Safety at 610-796-8350. In the evening and 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

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.

**Global Learning (International Student Programs and Study Abroad) 610-568-1473**

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 Director of Global Learning at 610-568-1473.

International students at the Reading campus who have questions related to their acclimation to the United States should contact the Director of Global Learning at 610-568-1473; 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.

Students interested in study abroad should contact the Director of Global Learning at 610-568-1473.

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



Alvernia, in being true to its mission and its responsibility to its students and employees, is dedicated to doing 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 and/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 need assistance traveling on or around campus. Students and staff should call x8350 to arrange for this service.

For additional information concerning safety and security contact:

Public Safety Office: 610-796-8350

Office of Residence Life: 610-796-8320

Vice President for Enrollment Management and University Life: 610-796-8226

### **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.

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 Self Service.

### **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 directly deposited into an enrolled bank account. In the absence of an enrolled account, checks will be mailed directly to the student's permanent home 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

---

### **Registered Student Organizations (RSOs)**

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

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

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

### **Development and Registration of Clubs and Organizations**

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

The development and registration of new student organizations may involve a commitment of University funds and possible exposure to liability. The purpose of the policies and procedures, outlined below, is to ensure that a senior administrative officer of the University grants the ultimate approval of new student 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 student organizations, programs, and events that support and exemplify the core values and the mission of the University.

### **Categories of Student Organizations:**

- Extracurricular Organizations
  - Student-led and sponsored
- Co-Curricular Organizations
  - Directly associated with or sponsored by University academic departments or programs
  - Two types of co-curricular organizations
    - Academic student organizations
    - Academic honor societies, which may restrict membership to those students majoring in a specific discipline and may state the minimum grade point standards to be considered for membership
- Co-Institutional Organizations
  - Organizations that are directly sponsored by a University administrative department or division
  - Sponsoring department(s) or division(s) may dictate criteria and selection for membership, although neither criteria nor selection may violate the University's statement of non-discrimination in the Student Handbook

**Membership Types:**

- Undergraduate Registered Student Organizations
  - Members of undergraduate RSOs are full or part-time day division students
- Graduate and Adult Education Registered Student Organizations
  - Members of Graduate and/or Adult Education Registered Student Organizations are students enrolled through the College of Graduate and Adult Education
- All-University Registered Student Organizations
  - Members of All-University Registered Student Organizations can be any combination of undergraduate, adult education and graduate students

**Requirements for Registration:**

1. The petitioning student organization must have a minimum of ten students with the same interest to form a student organization. These students must be current students in good standing, academic or otherwise.
2. The petitioning student organization must find an advisor who is a full-time faculty or staff person who is willing to be an active advisor for this organization. Adjunct faculty and part-time staff are permitted to co-advise an organization with a full-time faculty or staff member. An adjunct faculty member must receive special approval through the Office of Student Activities to be the sole advisor of any RSO. Advisors will be held accountable to Alvernia for the proper function of the student organization, including following the mission, abiding by its own bylaws, and spending its funds properly, as well as following University policies.
3. Petitioning student organizations must complete the *Forming a New Student Organization* form on PAX which includes submitting an organization constitution, a list of members and advisor information.
4. After submitting the *Forming a New Student Organization* form on PAX, the student representative will be contacted to review and if necessary edit their constitution. After the constitution has been reviewed, the organization representative must obtain all required signatures for approval as listed below.
  - It is recommended that constitutions include the following items. A constitution template is available in the Office of Student Activities.
    - A name for the organization
    - Criteria for membership (grades, athleticism, honors, etc.)
    - A statement of purpose (goals & objectives)
    - Dues or expenses one might incur, if applicable
    - Qualifications for holding office must be specifically stated
    - Responsibilities of the officers specifically stated
    - Election/appointment process (must be held annually)
    - Stated provisions in case of vacancy in elected office
    - Impeachment procedures clearly stated
    - Every organization is required to have at least one meeting per a month
    - A quorum shall be more than 50% of the membership
    - Procedures for amending constitution

**Organization Approval Process:**

1. Student Organization representatives will submit all required registration materials to the Associate Dean of Students & Director of Student Activities. The Associate Dean will ensure all registration criteria have been met. The registration materials should be signed, where appropriate, by the club representative and advisor. **It is the responsibility of the student organization representative to secure all required signatures.**
2. **(Co-Curricular Organizations Only)** The petitioning student organization will then submit a copy of all registration materials to the appropriate academic department chair. The academic department chair

- will review the material and indicate endorsement or reply to the petitioning student organization with any concerns or issues. Adjustments will be made by club representatives as necessary or needed.
3. **(Co-Institutional Organizations Only)** The petitioning student organization will then submit a copy of all registration materials to the appropriate department or division chair. The department or division chair will review the material and indicate endorsement or reply to the petitioning student organization with any concerns or issues. Adjustments will be made by student organization representatives as necessary or needed.
  4. The petitioning student organization will then submit a copy of all registration materials to the Vice President for Enrollment Management and University Life, or designee. The Vice President for Enrollment Management and University Life, or designee will review the materials and indicate endorsement or reply to the petitioning club with any concerns or issues. Adjustments will be made by student organization representatives as necessary or needed.
  5. After receiving all of the required signatures, the petitioning student organization must submit all completed paperwork to the Associate Dean of Students & Director of Student Activities.
  6. **(Undergraduate and All-University Organizations)** The Associate Dean of Students and Director of Student Activities will submit the signed paperwork and constitution to the SGA President. Upon initial endorsement of the above mentioned bodies, the petitioning student organization officers will be invited to an SGA meeting in order to present their student organization proposal and answer questions. After presenting the organization and answering questions, the SGA Council of Presidents will vote to approve or deny the request to form.
  7. **(Graduate and Adult Education Organizations)** The Associate Dean of Students and Director of Student Activities will submit the signed paperwork and constitution to the designated School of Graduate and Adult staff member and Dean of Graduate and Adult Education for approval.

### **Rights and Responsibilities of Student Organizations**

*Registered student organizations will have the following opportunities:*

- To secure space necessary for meetings, student organization activities and events.
- To post information about the student organization (must follow the University-wide posting policy as stated in the Student Handbook).
- To apply for funding from SGA. SGA registration does not guarantee SGA or institutional funding.
- Access to an organization page on PAX where the organization will be able to maintain membership, advertise events, store organization documents, as well as access to all other organization features including the finance feature. The finance section on PAX is the account process the organization will use. Organizations are not permitted to open an off campus bank account.

*To maintain registered status Organizations must:*

- Support and exemplify the core values and mission of Alvernia University.
- Hold annual elections which will include a minimum of a President and a Treasurer/Budget manager which are the two positions required by SGA, as well as any other pertinent executive positions of the organization.
- Submit the annual student organization re-registration form that would include current advisor, organization and officer information within the first month of the fall semester. The student organization must maintain a minimum of ten students considered in good standing, academic or otherwise.
- The President of All-University and Undergraduate Registered Student Organizations must attend all Council of Presidents meetings and SGA required functions.
- Provide regular updates to SGA regarding organization activities, meetings, fund-raising efforts, etc..
- Submit all appropriate paperwork for off campus trips. All off campus events are nonetheless considered a University activity and therefore all rules and policies apply.
- Participate in and support events and programs such as, but not limited to, the Involvement Fair, Christmas Party at Milmont Elementary School, maintaining a PAX page, and assisting with Spring Fling events.

- A current copy of the student organization's constitution must be on file with SGA and on the organization's PAX page.

***The following guidelines identify the rights of Alvernia University in relationship to registered 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 student 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.

**Social Media Policy for Clubs and Organizations**

Social media outlets are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Alvernia has adopted the following policy to clarify how to best enhance and protect personal and professional reputations when participating in social media.

Social media refers to the use of web-based and mobile technologies for communication and interactive dialogue. Examples include but are not limited to LinkedIn, Twitter, Facebook, Second Life, Google+, Flickr, YouTube, Foursquare, and MySpace.

Alvernia takes no position on your registered club's or organization's decision to start or maintain a blog or participate in other social networking activity, however registered clubs and organizations need to follow appropriate behavioral standards. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other university constituents apply to web-based interaction. For conduct standards, consult the Alvernia University Student Handbook and the most recent Course Catalog.

Members of the campus community are reminded that the Alvernia network, network resources and equipment are intended to assist the community in achieving all aspects of the University's mission including education, administration and the mission of the Bernardine Sisters. All Alvernia policies that govern academic and personal behavior equally apply to campus computing resources. Additional policies and guidelines may also apply to users of particular systems and equipment on the campus network or that communicate with resources on the network. Similarly, federal, state and local laws concerning libel, harassment, privacy, copyright, theft, and threats also apply to computing environments and may be prosecuted by law enforcement officials.

**Social Media – A Primer**

**No Expectation of Privacy**

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

**University Monitoring**

In order to prevent misuse, the University reserves the right to monitor, intercept, and review, without further notice, every registered club's and organization's activities using IT resources and communications systems, including but not limited to social media postings and activities. Your consent to such monitoring is validated by

your acknowledgment of these policy standards and your use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies. The University also may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

### **Confidential information**

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

### **Liability**

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

### **Policies for Posting on Behalf of the University**

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

- **Notify the university:** A registered club or organization that would like to initiate a presence on a social media outlet should obtain the approval of its Advisor, the Associate Dean of Students & Director of Student Activities, and the Vice President for Enrollment Management and University Life and then coordinate their plans with Alvernia's Marketing and Communications Department to ensure the institutional social media presence is coordinated and managed. The Office of Student Activities is responsible for ownership of the content posted. Alvernia's Marketing and Communications Department reserves the right to delete pages that aren't approved.
- **Have a plan:** Registered clubs and organizations should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date. The Office of Student Activities and the Marketing and Communications Department can assist and advise you with your social media planning.
- **Link back to the university:** Whenever possible, link back to the Alvernia University Web site. Ideally, posts should be very brief, redirecting a visitor to content that resides within the Alvernia University Web environment. When linking to a news article about Alvernia University, check first to see whether you can link to a story on the Alvernia University News Center ([www.alvernia.edu/news/](http://www.alvernia.edu/news/)) instead of to a publication or other media outlet.
- **Protect the institutional voice:** Posts on social media sites should protect the university's institutional voice by remaining professional in tone and in good taste. No individual Alvernia unit should construe its social media site as representing the university as a whole, unless approved by Alvernia's Marketing and Communications Department. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post. Names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.

### **Best Practices**

This section applies to those posting on behalf of a registered club or organization, though the guidelines may be helpful for anyone posting on social media in any capacity. Consistent with the University's mission statement, the user should think about the ethics and responsibility associated with posting content online or within a social network.

- **Think twice before posting:** Privacy does not exist in the world of social media. Be aware that a presence in social media is or easily can be made available to the public at large. This includes prospective students, current students, current employers, colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups. If you are unsure about posting something or responding to a comment, ask the Office of Student Activities to be put in contact with the Director of Marketing at 610-790-1938.

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 schedule, student schedule or phone numbers.

Be Smart. Drinking, drugs, lewd behavior, and even hazing issues result in serious consequences, present and future, as 80% of employers do internet searches when hiring potential new employees.

- **Strive for accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. If you are unsure about institutional facts do not post them until you have confirmed them by contacting the Marketing and Communications Department.
- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the University and its institutional mission. Social media should never be used in a way that defames or disparages Alvernia or its stakeholders.
- **Photography:** Visitors can easily appropriate photographs posted on social media sites. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web but not suitable for printing. Remember that copying and pasting images is against copyright laws. If you have questions regarding the usage or purchase of the university's images, please contact the Marketing and Communications Department at 610-796-8281.

### **Policies for all Social Media Sites, Including Personal Sites and Blogging**

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about Alvernia University, students, employees, or alumni. All applicable university privacy and confidentiality policies apply to social media. Students or registered clubs or organizations who share confidential information do so at the risk of disciplinary action for violation(s) of our Student Code of Citizenship.
- **Maintain privacy:** Do not discuss a situation involving named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.
- **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the University. For guidance, collaborate with the Office of Student Activities to consult the guidelines for Copyright and Fair Use Policy on the Library's web site. Questions regarding this policy or what options may be available for resolving issues arising under it may be referred to department/division managers, departmental chairs, the Office of the Provost or Human Resources.
- **Don't use Alvernia University logos for endorsements:** Do not use the Alvernia University logo or any other university images or iconography on personal social media sites. Do not use Alvernia University's name to promote a product, cause, political party, or candidate. Unless specifically instructed, students



and/or registered clubs or organizations are not authorized to speak on behalf of the University. If you disclose your affiliation with Alvernia, you should also include a disclaimer that your views do not represent the views of the University.

### **Safety and Privacy Tips for Social Networking**

The previous material covers specific policies and guidelines for social media use. The following section offers common sense recommendations for responsible and safe use in the best interests of Alvernia:

**On personal sites, identify your views as your own:** The line between professional and personal business is sometimes blurred. Be thoughtful about your posting's content and potential audiences. Be honest about your identity. In personal posts, you may identify yourself as an Alvernia University student or registered club or organization member. However, please be clear that you are sharing your views as an individual, not as a representative of the University.

- Set privacy settings to help control who can look at your profile, personal information and photos. You can limit access somewhat but not completely, and you have no control over what someone else may share.
- Think about how much information you want to share with strangers. Not everyone will respect your personal or physical space.
- Consider the image you are projecting by the materials and photos you are posting. Is it one that you want current and future friends or colleagues to know you by? What does your profile say to Alvernia community members and students about you or your registered club or organization?
- What if you change your mind about a post? For instance, what if you want to remove something you posted as a joke or to make a point? It is important to read the social networking site's privacy and caching statements. Removing material from network caches can be difficult. Posted material can remain accessible on the Internet until you've completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.
- It is important that personal equipment have spyware and virus protections installed. Some sites collect profile information to spam you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.

### **Misuse of Social Media**

Users are not permitted to use Alvernia computing resources to create, transmit or store threatening or harassing materials. You should not produce or transmit any work that has the intent or effect of unreasonably interfering with individual or a group's educational or work performance at Alvernia or elsewhere, or that creates an intimidating, hostile or offensive educational, work or living environment. This includes viewing, sending or making available offensive materials, unless such activity is appropriate for academic or work purpose. Users of all such services have a responsibility to use these services properly and to respect the rights of others in their use of these services and in accordance with published terms of service. All relevant Alvernia policies apply to the use of these services, but in particular:

- Users may not use these services in violation of any applicable laws.
- Any use that might contribute to the creation of a hostile academic or work environment is prohibited.
- Any unauthorized commercial, non-profit, political or advocacy use not required for course work, research, or the conduct of Alvernia business is prohibited.
- Any non-incident personal use such as advertisements, solicitations, or promotions is prohibited.
- Users may not produce, publish, transmit or distribute materials using the Alvernia network that are contrary to the mission and identity of the University.

- Alvernia administrators have authorized certain individuals to send electronic mail to large groups such as faculty, all staff, all undergraduates, specific classes or groups, alumni, etc., or to the entire Alvernia community. These lists are not open to posts from the community at large. When using these lists, it is the sender's obligation to understand the service and to protect the recipients from intentional or unintentional disclosure of private information.
- Any content posted to a service that is inconsistent with these rules, as well as unsolicited mail from outside of Alvernia (e.g., SPAM) may be subject to automated interception, quarantine and disposal. Furthermore, violation of the policies and procedures set forth in the Social Media Policy will result in disciplinary action up to and including dismissal.

### **Reporting Violations**

Alvernia requests and strongly urges students and registered clubs and organizations to report any violations or possible or perceived violations to the Office of Student Activities or the Vice President for Enrollment Management and University Life.

## 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 offence 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 Enrollment Management and 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, Devises & 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 is unavailable.
2. The number of students living in University residence halls is unavailable.
3. The number of non-student employees is unavailable.
4. The Vice President for Enrollment Management and University Life 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 gender, 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 Acceptable Use Policy**

### **Introduction**

The Alvernia University Campus Network refers to all computing resources provided by the university, including computers, servers, and network peripherals such as printers, scanners, and copiers, connected through a high-speed backbone to each other and the Internet, plus the programs and services hosted by or contracted through the University for use by the University community. Network connectivity has become crucial for the successful completion of many academic, research, and institutional objectives, and so it is incumbent upon users of the network to understand their responsibilities in order to protect the security, integrity, and availability of all institutional systems and the privacy of other users. Alvernia University provides many computing facilities to help students, faculty, and staff to complete their work and enjoy the benefits broad Internet access can provide, and therefore guidelines are necessary to help ensure these benefits are fairly available to the entire campus community.

This Acceptable Use Policy enumerates the rules that apply to all users of the Alvernia University Campus Network and University issued and maintained computing equipment and devices. All members of the campus community and guests are expected to follow these rules, encourage others to do the same, and to report willful violations.

Alvernia University reserves the right to suspend computing privileges and remove inappropriate materials from its networks.



### **Comply with Intended Use of the Alvernia University Campus Network**

The Alvernia University Campus Network and associated network resources and equipment are intended to assist the campus community to achieve all aspects of the university's mission, including research, education, and administration. All Alvernia University Policies that govern academic and personal behavior on campus are equally applicable to campus computing resources. Additional policies and guidelines may also apply to users of particular systems and equipment on the campus network or that communicate with resources on the network. Similarly, federal, state, and local laws concerning libel, harassment, privacy, copyright, theft, and threats also apply to computing environments and may be prosecuted by law-enforcement officials.

### **Maintain the Integrity and Availability of the Alvernia University Campus Network**

Users are not permitted to interfere with or alter the integrity of any part of the campus network, equipment, systems, or computing services. Examples include, but are not limited to:

- permitting another individual to use your account, either by sharing your credentials or by logging in on behalf of another
- impersonating other individuals in communication or as the author or editor of electronic documents or data
- attempting to capture or crack passwords or encryption
- destroying or altering data, programs, equipment, or electronic assets belonging to other users
- attaching devices to the network or to any system on the network that disrupt the normal activity of the network (for example, wireless routers, servers, or other network appliances, which can block normal network access for others)

Users are not permitted to restrict or deny access to any part of the Alvernia University Campus Network by legitimate users, or to deny service to legitimate users through deliberate attempts to saturate the network or overwhelm equipment or programs.

The Alvernia University Campus Network and associated computing resources may not be used for private financial gain.

### **Preserve the Privacy of Others**

The facilities of the Alvernia University Campus Network, systems, equipment, and services encourage sharing of information and collaboration. Security mechanisms have been put in place for protecting information from unintended access, from within the system or from the outside. However, these controls alone cannot guarantee privacy in a large community of users with a free flow of information. It is therefore each user's responsibility to be aware of the risks and to protect the privacy of themselves and others.

Invasions of privacy can take many forms, often inadvertent or well-intended. All users of Alvernia University computing resources and services should make sure that their actions don't violate the privacy of other users, if even unintentionally.

Some specific areas to watch for include the following:

- Don't try to access the files or directories of another user without clear authorization from that user. If you are in doubt, ask the user.
- Don't try to intercept or otherwise monitor any network communications not explicitly intended for you. These include logins, e-mail, user-to-user dialog, and any other network traffic not explicitly intended for you.
- Don't make personal information about individuals publicly available without their permission. Understand the privacy laws regulating higher education (e.g., FERPA, conducting research involving human subjects, etc.) and respect them.

- Don't create or use any shared programs that secretly collect information about their users. Software on the Alvernia University Campus Network is subject to the same guidelines for protecting privacy as any other information-gathering project at Alvernia University.
- Don't remotely log into (or otherwise use) any workstation or computer not designated explicitly for public logins over the network -- even if the configuration of the computer permits remote access -- unless you have explicit permission from the owner and the current user of that computer to log into that machine.

Users should understand that uses of computing and communications resources are not completely private. The normal operation and maintenance of the University's technology resources require backup and caching of data and communications, logging of activity, monitoring of general use patterns, and other such activities that are necessary to provide quality service. The University treats stored information as confidential, examining the contents only on those occasions where it is required by law, or is necessary to protect the health, safety and welfare of the University community or society at large, as determined by senior university officials.

### **Respect the Intellectual Property of Others**

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

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

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

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

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

### **Don't use the Alvernia University Campus Network to harass anyone in any way.**

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

For example, sending email, text or other electronic messages, creating electronic materials, or publishing information or graphics to the web which unreasonably interfere with anyone's education or work at Alvernia University may constitute harassment and is in violation of the intended use of the system.

### **Don't misuse the Alvernia University Campus Network, communications, or collaboration tools.**

Alvernia University provides electronic communications and collaboration services to members of the Alvernia University community. These services include, but are not limited to, electronic mail, mailing lists, message

boards, websites, wikis, blogs, and social networking sites. Some members of the Alvernia University community access similar, or additional, 3rd party services on the Internet.

Users of all such services have a responsibility to use these services properly and to respect the rights of others in their use of these services, and in accordance with published terms of service.

All relevant Alvernia University policies apply to the use of these services, but in particular:

- Users may not use these services in violation of any applicable law.
- Any use that might contribute to the creation of a hostile academic or work environment is prohibited.
- Any unauthorized commercial, non-profit, political, or advocacy use not required for coursework, research or the conduct of Alvernia University business is prohibited.
- Any non-incident personal use such as advertisements, solicitations or promotions is prohibited.
- Users may not produce, publish, transmit or distribute materials using the Alvernia University Campus Network that are contrary to the mission and identity of the university.
- Alvernia University administrators have authorized certain individuals to send electronic mail to large groups such as all faculty, all staff, all undergraduates, specific classes or groups, alumni, etc., or to the entire Alvernia University community. These lists are not open to posts from the community at large. When using mailing lists, it is the sender's obligation to understand the service and protect the recipients from intentional or unintentional disclosure of private information.

Any content posted to a service that is inconsistent with these rules, as well as unsolicited mail from outside of Alvernia University (e.g., SPAM), may be subject to automated interception, quarantine and disposal.

### **Protect Computing Resources**

Computing resources are supplied for authorized Alvernia University community members to fulfill educational, research and administrative goals. You should not take any action that violates that purpose. In particular:

- Don't use computing resources in a way that interferes with their intended use.
- Don't install additional software on any university computer without prior approval from University staff.
- Don't use computing resources for private financial gain, as by sale of the use of such resources, or by use of the system in support of any profit-making scheme not explicitly intended to serve university purposes and approved for this purpose.

Alvernia University computer equipment is accessible to a large number of people and is consequently vulnerable to overuse and damage. The following guidelines are designed to help protect this equipment.

- Don't eat, drink, or bring food or liquids into computing labs or in proximity Alvernia University computer equipment.
- Don't turn the power off on Alvernia University computer equipment unless explicit signage in the classroom or computer lab indicates you should do so.
- Don't reconfigure computer equipment, either hardware or software.

### **Assure Fair Access to University Printers**

Printing is a shared resource; restraint must be exercised when using university printers to ensure fair access for everyone to this important service. Generally, be courteous in your use of the labs and printers, but in particular:

- Do not overload the printer queue with multiple jobs.
- Break large jobs into smaller sections and send them to the printer individually.
- Do not use the printers to produce many copies of a large document; use a copy service for this purpose.

### **Process for handling Acceptable Use Complaints**

- Copyright Infringement  
If the university receives a complaint from a copyright owner or his/her agent that a student is unlawfully making available digitized copies of copyright protected material through use of the university's computer

networks the complaint will be forwarded to the student, who will be asked to remove the copyrighted material. Repeat offenses may lead to loss of Internet privileges and referral for disciplinary action.

- **Other Misuses of Computer Resources**  
Complaints about student misuse of computer resources should be referred to the Director of Information Technology in The Center for Planning and Information Technology, who may attempt to informally resolve the complaint with the student. If the complaint cannot be resolved informally or is deemed to be egregious, the matter may be referred for disciplinary action under the Student Code of Citizenship

**Appendix D: 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 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

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

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

\_\_\_\_\_  
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**

1544 Route 61 Highway, Suite 6190  
Pottsville, PA 17901  
570-385-2382  
570-385-2386 (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*