

**Alvernia University**  
Annual Security Report \* Revised July 24, 2013

**Current Campus Policies regarding...**

- **Procedures for students and others to report criminal actions or other emergencies occurring on campus:**

All members of the Alvernia University Community are required to notify the Alvernia Public Safety Office - at (610) 7960-8350 or internal extension #8350 of any situation or incident on any campus that involves a significant emergency or danger that may pose an immediate or on-going threat to the health and safety of students and/or employees on campus.

- **Our institution's policies concerning its response to these reports:**

Alvernia Public Safety is responsible for responding to such situations to assess the potential threat and for summoning the necessary resources to mitigate, investigate, and/or document any situation that may pose a significant emergency or danger.

If the Public Safety Office determines that the situation does in fact, pose a threat to the community, the Public Safety Office will immediately notify the external emergency responders (Police/Fire/EMS) through the Berks County Emergency Dispatch Center (911) or its counterparts in the locales of our Schuylkill and Philadelphia campuses.

- **Policies for making timely warning reports to members of the campus community regarding the occurrence of Clery Act crimes:**

Secondary calls will be made to the Vice Presidents for Finance & Administration, University Life, and Marketing & Communications. Their departments will work with Public Safety to notify the campus community, or the appropriate segments of the community that may be affected by the situation, using various systems that have been implemented to provide emergency information quickly, such as network emails, emergency text messages (e2 campus- a service that individuals can sign up for on the Alvernia University Web site).

e2 Campus:

In an effort to ensure the safety and security of the Alvernia community, the University has adopted an e2 Campus alert system. The e2 system is a university-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 e2 Campus icon, located on the Logins page of the University website.

- **Policies for preparing the annual disclosure of crime statistics:**

Statistics are compiled annually by the Public Safety Office, in consultation with the Offices of Residence Life and Community Standards and the Vice Presidents for Finance & Administration and University Life.

As required by Federal guidelines, these statistics reflect reports received. They do not reflect the final outcomes of investigations or actions taken by the university or civil authorities.

Main Campus Crime Report

<b>Reporting required by Pennsylvania Federal Law</b>			
<b>Category</b>	<b>Number/Rate* 2008/2009</b>	<b>Number/Rate* 2009/2010</b>	<b>Number/Rate* 2010/2011</b>
Criminal Homicide/Murder	0	0	0
Manslaughter	0	0	0
Forcible Rape			
Stranger	0	0	0
Acquaintance	1 (.0004)	0	0
Robbery	1 (.0004)	1 (.0004)	0
Assault	1 (.0004)	1 (.0004)	3 (.0013)
Burglary	21 (.010)	33 (.015)	22 (.0099)
Theft (value under \$100)	11 (.005)	28 (.013)	11 (.0049)
Motor Vehicle Theft	1 (.0004)	0	0
Arson	0	0	0
Weapons	0	0	1 (.0004)
Drug Laws	0	1 (.0004)	1 (.0004)
Liquor Laws			
Arrests	0	0	0
Campus judicial (underage only)	77 (.036)	44 (.020)	63 (.0286)
* PS 2502-3 defines crime rate as number of incidents divided by Full Time Equivalent (FTE) students and employees. 2010-2011 FTE was 2201			

<b>Reporting required only by Pennsylvania Law (PS2502-3)</b>			
<b>Category</b>	<b>Number/Rate* 2008/2009</b>	<b>Number/Rate* 2009/2010</b>	<b>Number/Rate* 2010/2011</b>
Forgery & Counterfeiting	0	0	0
Fraud	0	0	0
Embezzlement	0	0	0
Receiving Stolen Property	0	0	0

Vandalism	24 (.011)	51 (.023)	19 (.0086)
Prostitution	0	0	0
Sex Offenses	0	4 (.001)	3 (.0013)
Gambling	0	0	0
Offenses Against Families	0	0	0
DUI	0	0	0
Disorderly Conduct	0	1 (.0004)	0
Vagrancy	0	0	0
Other Arrests	0	2 (.0009)	1 (.0004)

- **A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure. Also for disclosure should be any institutional policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report.**

All members of the Alvernia University Community are required to notify the Alvernia Public Safety Office - at (610) 7960-8350 or internal extension #8350 of any situation or incident on campus that involves a significant emergency or danger that may pose an immediate or on-going threat to the health and safety of students and/or employees on campus.

In addition, university community members may make voluntary reports, with requests for confidentiality, to these individuals:

Vice President for University Life & Dean of Students  
 Director of Public Safety  
 Associate Dean of Students & Director of Residence Life  
 Director of Community Standards

Every effort will be made to provide confidentiality, to the greatest extent possible within the boundaries established by law.

**Current Policies concerning security of and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.**

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

Visitors to the campus seeking access to campus buildings and facilities for special events must do so through the appropriate department, Public Safety or Public Relations Office.

Outside contractors needing access to any of these buildings on off hours must have authorization through Public Safety who will determine whether the individuals must be escorted all of the time.

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. *Damage to the building or materials stolen from the building will be charged to the student whose ID card was last used for entry and additional sanctions may be imposed.*

Residence Halls are locked 24 hours a day, with access by either card access control or by key control. Individuals including outside contractors who need access to perform maintenance or contractor work must go through Public Safety to gain authorization to these buildings. Public Safety will make a determination as to whether the individuals must be escorted all of the time. Determinations are based on ensuring that the safety of the students comes first, and cannot, and will not be compromised.

For additional safety/security, students are urged to comply with the following list of recommendations from the Public Safety Department.

- 1---Do not prop open the exterior doors of Residence Halls.
- 2---Keep your Residence Hall interior room door secured at all times.
- 3---Never loan out your photo I.D. access card or your room keys.
- 4---Report immediately to Public Safety any suspicious persons either inside the Resident Halls or outside of them.
- 5---Emergencies, call 911.

**Current Policies concerning campus law enforcement, including:**

- **The law enforcement authority of campus security personnel.**

Alvernia University Public Safety Officers are not sworn law enforcement officers and are not empowered to make arrest. Public Safety Officers enforce the laws of the Commonwealth of Pennsylvania and the rules and regulations of Alvernia University occurring on the campus. Violations of the law are referred to the Reading Police Department for action and/or investigation. The department complies with all federal, state, and local laws. Crime statistics are available, upon request, from Office of University Marketing and Communications or from the Public Safety Department. Statistics may also be obtained from the University Web site at <http://www.alvernia.edu/student-life/public-safety/crime-statistics.html>

- **The working relationship of campus security personnel with state and local law enforcement agencies, including whether the institution has agreements with such agencies, for the investigation of alleged criminal offenses.**

Alvernia University maintains an excellent working relationship with the Reading Police Department, which shares legally permissible information with the Public Safety Office regarding any criminal activity off-campus involving students of the University. The Public Safety Office maintains an understanding with the Reading Police Department to address situations, actual or anticipated, in a pro-active manner and to share information and resources needed to accomplish this task.

- **Policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.**

The victim of a crime who does not want to pursue action within the University's judicial system or the criminal justice system, the University may still consider making a confidential report. A student or employee can notify the Office of the VP for University Life about a crime and they can file an internal confidential report without revealing their identity. The purpose of a confidential report is to comply with their wish to keep the matter confidential, while taking steps to ensure their future safety and the safety of others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University.

- **A description of procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.**

Each year, the VP for University Life will write to pastoral and professional counselors, advising them that they may make voluntary, confidential reports for statistical purposes, and encouraging them to do so.

**A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and encourage students and employees to be responsible for their own security and the security of others.**

Drills and Training

Alvernia University participates in drills and exercises representing various scenarios (bomb threat, hostage situation). These drills include campus personnel as well as local, county and state public safety agencies.

Fire drills are conducted in all of the residence halls at least twice a year (once per academic semester). In addition, fire drills are also held in the administrative buildings at least once per year. Basic fire safety education is provided to new employees during new employee orientation. In addition, fire extinguisher training is offered to all employees every year.

Emergency procedures are posted in all campus buildings near the evacuation maps. Emergency procedures can also be found in the Alvernia University Emergency Guidelines and Procedures booklet. This booklet contains information on various emergency situations including lockdown,

shelter-in-place, natural disasters, and pandemic flu and can be obtained from the Alvernia University Public Safety website at <http://www.alvernia.edu/facstaff/>

[business-support/Safety%20Management%20PDFs/emergency\\_guidelines\\_procedures.pdf](http://www.alvernia.edu/facstaff/business-support/Safety%20Management%20PDFs/emergency_guidelines_procedures.pdf).

**A description of programs designed to inform students and employees about the prevention of crimes.**

Crime prevention information is conveyed to parents/families at our summer Connection Days programs, and to students during Orientation Weekend and periodic community meetings in our student residences.

Crime prevention is covered with new employees during their orientations and periodically through topical training sessions from Human Resources.

**A policy concerning the monitoring and recording, through local police agencies, of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities.**

The monitoring and documentation of off campus statistical information involving criminal activity of University students is essential to maintaining a successful safety and security program. Although there is no University provided and/or University affiliated off campus housing, through the co-operation and co-ordination with local law enforcement, criminal activity is supplied to the Office of Public Safety through several means of communication.

1. Telephone contact is initiated between, law enforcement (Reading Police Department) and the University Office of Public Safety notifying of any student criminal activity.
2. Periodic review of electronic crime statistics, as provided on public accessible crime mapping.
3. Periodic written communications forwarded to local law enforcement requesting crime and/or nuisance related activity within reasonable distance surrounding campus.
4. Periodic written communications forwarded to local law enforcement requesting crime and/or nuisance related activity involving University students at privately procured residential housing locations.

As enumerated in the “Alvernia University Student Code of Citizenship”, University students are expected to act in a civil manner in all settings, on or off campus. Any act of misconduct including but not limited to the use of uncivil language, engaging in conduct that is disorderly, lewd, or indecent effecting the campus community and or its neighbors, is prohibited. Activity that is considered a breach of the peace or reflects poorly upon the Alvernia University community is further prohibited. The “Code of Citizenship further directs that students shall comply with all federal, state and local laws.

All statistical information regarding violation of federal, state and/or local laws will be recorded on all required reporting mandates.

## **A policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws.**

### **Introduction**

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

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

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

### **Education**

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

### **Relevant Laws**

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

### **Major Alcohol Policy Statements**

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

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

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

Behavior or misconduct resulting from the use or abuse of alcohol by a student or group of students on or off campus is a violation of the University's Alcohol Policy and will be subject to University 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 Director of Community Standards and may be required to participate in an appropriate educational program, which will not be noted in the student's disciplinary file. Patterns of such incidents, however, particularly if there is evidence that the reporting student is found to have contributed to another student's impaired physical condition (e.g., purchasing or furnishing alcohol to that student) or incidents in which federal, state, or local laws may require disciplinary action may be subject to disciplinary action. Students are reminded that, in a community setting, all are expected to take responsibility for the well-being of others.

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

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

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

1. Alcohol is not permitted in any living units in Anthony Hall, Clare Hall, Francis Hall, or Veronica Hall. All living units in those halls are designated alcohol free. No one, regardless of age, is allowed to possess or consume alcohol in those buildings.
2. Alcohol is permitted in the living units of the other residence halls, under the conditions outlined in the Major Alcohol Policy Statements above. When alcohol is being consumed, doors to living units must be kept closed; an open door causes a living unit to be considered a public space, in which alcohol consumption is not permitted.
3. Presence in any living unit (room, apartment, or townhouse) where an alcohol policy violation is taking place, even if not actually in possession of or consuming alcoholic beverages, will result in disciplinary action.
4. Residents holding a gathering in their living unit where an alcohol violation is taking place will be considered the hosts. Hosts can be held responsible for injury or damage occurring to any person or property in which the consumption of alcohol was a contributing factor. Hosts will be subject to disciplinary action and may receive more serious sanctions.
5. At the time of an alcohol violation, all alcohol and containers will be confiscated and properly disposed of regardless of the age of the occupant(s) or the designation of the living unit as one in which alcohol is permitted or not permitted.
6. Kegs, beer balls and multi-quart containers of alcohol are prohibited in all living units at all times.



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

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

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

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

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

- ...consume alcohol outside of a living unit in a residence in which alcohol is permitted (e.g., lobby, hallways, stairwells, grounds, etc.).
- ...possess/consume alcohol in a residence designated alcohol-free. It is the responsibility of each student to know whether or not a residence is one in which alcohol is permitted or not.

- ...permit underage persons to possess or be in the presence of alcohol in their living unit, except registered roommates, under the circumstances outlined in the Major Alcohol Policy Statements above.
- ...provide alcohol to others under the age of twenty-one.
- ...charge in any way for alcohol consumption by others.
- ...possess kegs, beer balls, or paraphernalia that promotes excessive consumption of alcohol.

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

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

*Note: Persons who are present within a living unit in which alcohol is being consumed by those over or under the legal drinking age will be presumed to have been in some way involved if Public Safety, RAs, 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.*

## **A policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws.**

### **Introduction**

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

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

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

Therefore, the University encourages all students to carefully consider the potential dangers of illegal drugs and substances. It also reminds students that they are responsible for abiding by all

local, state, and federal laws, along with Alvernia University's institutional policies relative to the possession, use, sale, or distribution of illegal drugs/substances.

### **Education**

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

### **Relevant Laws**

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

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

student) or incidents in which federal, state, or local laws may require disciplinary action may be subject to disciplinary action. Students are reminded that, in a community setting, all are expected to take responsibility for the well-being of others.

#### **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**

- Required counseling by an Alvernia University Health and Wellness counselor for good decision-making.
- Parental notification.

##### **Third Offense**

- Required counseling by an Alvernia University Health and Wellness counselor for good decision-making.
- Parental notification.

#### **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 Director of Health and Wellness.
- Probation for one year following incident.

- Parental notification.
- The appeal process explained in writing.

### **Second Offense**

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

### **Third Offense**

- Local police and/or University Public Safety investigate and file charges.
- Recommendation by the Director of Community Standards to the Vice President for University Life for possible suspension for one full academic year.
- The Vice President for University Life will hold a hearing with the student to determine if the recommendation of suspension is to be forwarded to the Vice-President of University Life or if the student is to be referred to a Caron Treatment Centers University Specialist for completion of an AIP/DIP Level III Program of assessment and treatment.
- If suspension is implemented, the appeal process will be explained and handed to the student.
- If a Caron Treatment Centers assessment and treatment is implemented:
  - Upon completion, the student would continue on probation (extended for another year) but avoid suspension as recommended by the Director of Community Standards.
  - The student is required to complete the assessment and all recommended additional treatment. Failure by the student to comply with the outcomes and recommendations of the Caron Treatment Centers assessment will result in suspension until all recommendations are completed.
  - The student is responsible for all transportation to and from assessment and recommended treatment.
  - Automatic billing and reschedule if a student does not attend the required assessment and/or treatment.
  - The student is responsible for applicable fees to the Caron Treatment Centers and all other recommended treatment performed by Caron and/or outside agencies. All fees will be billed to the student.

- Signed waiver giving permission for all assessment and treatment recommendations is forwarded to the Director of Health and Wellness.

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#### **Fourth Offense**

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

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

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

#### **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.*

#### **1. Drugs: State Penalties**

- a. **The Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. § 780-101 et seq.**  
Prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from 30 days imprisonment, a \$500 fine or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to 15 years imprisonment or a \$250,000 fine or both for the manufacture or delivery of a Schedule I or II narcotic.
- b. **18 Pa. C.S.A. §§ 6314, 6317** A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a

minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1000 feet of the real property on which a university is located, the person shall be sentenced to an additional minimum sentence of at least 2 years total confinement.

- c. **The Pharmacy Act of 1961, 63 P.S. § 390-8** It is unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, or \$5000 fine, or both. For each subsequent offense, the maximum penalty is three years imprisonment, a \$15,000 fine, or both.
- d. **The Vehicle Code, 75 Pa. C.S.A. §3802 et seq.** A person is prohibited from driving, operating, or being in actual physical control of the movement of a vehicle while under the influence of alcohol or a controlled substance, or both, if the driver is thereby rendered incapable of safely driving, operating or being actual physical control of the movement of the vehicle or if the alcohol concentration in the individual's blood or breath exceeds the stated limits. Penalties for first-time violators of the Act range from probation and a \$300 fine or both to a maximum of six months imprisonment, a \$5000 fine or both. Penalties for subsequent violations increase to a maximum of five years imprisonment, a \$10,000 fine, or both. In addition to the above penalties, the court has discretion to order any or all of the following: highway safety training, drug or alcohol treatment, community service, use of an ignition interlock device and/or suspension of operating privileges.

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

a. **21 U.S.C.A. §844 (a)**

For a first conviction, any person who violates this subsection may be sentenced to a term of imprisonment of not more than one year and a fine of \$1000, or both.

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

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

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

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

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

b. **21 U.S.C.A. §§853 (a)(2)**

Property subject to criminal forfeiture

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

c. **21 U.S.C.A. § 881 (a) (4) (7)**

Subject property

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

d. **21 U.S.C.A. §862**

**Drug Possession**

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

**Drug Trafficking**

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

e. **18 U.S.C.A §922 (g)**

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

**A description of any drug or alcohol abuse education programs as required under Section 120 (a) through (d) of HEA.**

**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 hearing. If the student takes responsibility, or is found to be responsible at the hearing, the following sanctions can be applied as listed under the specific violation.

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



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

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

**A statement that the institution will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. IF the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.**

### **Preliminary Conferences**

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

Federal law mandates that 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.

### **Reconsideration of Sanctions**

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

Federal law mandates that 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 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 Conferences**

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

Federal law mandates that 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 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.

## **A statement regarding your institution's emergency response and evacuation procedures.**

### **Alvernia University Emergency Response and Evacuation Procedures**

The Alvernia University Crisis Management Plan establishes policies and procedures that will be employed when there is the potential for an emergency condition, such as severe weather, a chemical spill, or any other emergency situation that has or is occurring. The Crisis Management Plan establishes a command post and alternative emergency locations for employee and students, identifies key personnel to handle such an emergency and establishes the right type of internal and external communication to keep the situation in control. The Plan coordinates with key internal and external response teams and administration and is communicated to the Alvernia community for their awareness when necessary to relocate personnel to other sites.

### **Emergency Notification**

In the event that a situation arises on or adjacent to the Alvernia University campus that constitutes an on-going or continuing threat in the judgment of University Administrators, a campus-wide "timely warning" will be issued. This warning will be issued immediately to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff.

Emergencies on campus are reported to 911 and to the Director of Public Safety. The Director of Public Safety notifies the Vice President for Finance & Administration who declares the nature of the emergency situation. The Vice President for Finance & Administration then activates the Alvernia University Emergency Team phone chain.

Once an emergency situation has been declared, warnings are issued through the e2Campus system that uses email and text messages to send alerts to cell phones, office and home phones and computers. Notifications include information regarding what has occurred and, if applicable, directions on what the campus community is to do. Updates are sent out as needed.

### **Emergency Evacuations**

To protect the Alvernia community from the effects of emergencies, protective actions or evacuation instructions may be issued either by University Administration or by another emergency response authority (i.e. the City of Reading Fire Department). These instructions may order the evacuation of an individual building, a section of campus, or the entire campus.

Building-specific evacuation procedures vary by building. Specific evacuation information can be obtained from the Evacuation Map postings and from the Alvernia University Emergency Guidelines and Procedures booklet. The Emergency Guidelines and Procedures booklet can be downloaded from [http://www.alvernia.edu/facstaff/business-support/Safety%20Management%20PDFs/emergency\\_guidelines\\_procedures.pdf](http://www.alvernia.edu/facstaff/business-support/Safety%20Management%20PDFs/emergency_guidelines_procedures.pdf).

## **A statement regarding your missing student notification procedures.**

### **Missing Students**

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

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

contacted), notify appropriate law enforcement officials.

**Your institution's campus sexual assault programs to prevent sex offenses and procedures to follow when a sex offense occurs.**

- **A description of educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses.**

In response to requirements set forth in the Pennsylvania state Omnibus Education Bill – HB 101, the following narrative addresses compliance with Article XX-G Sexual Violence Education at Institutions of Higher Education. The law requires implementation of a sexual violence awareness education program including follow-up programming for the duration of the school year for new students. An Assurance of Compliance, form PDE-6003, (appendix A) must be submitted annually by September 1st to the Commonwealth of Pennsylvania's Department of Education. Nine discussion points are detailed in the Assurance of Compliance and a tenth requirement of the sexual violence education program, as per HB 101, is to provide a student bill of rights. Alvernia's program meets all requirements while also working in collaboration with Berks Women in Crisis (BWIC), our local rape crisis and domestic violence center.

- A discussion of sexual violence is carried through the entire year from Resident Assistant (RA) Training to Orientation, First Year Seminar, and to multiple programs offered to the campus-wide community. Alvernia's Sexual Assault Prevention Peers (ASAPPs) are trained annually in the spring in conjunction with BWIC. These peer educators are trained on all the discussion points addressed in Article XX-G.
- Consent is discussed in virtually every program we offer that addresses sexual violence. This includes an explanation and statements that the victim is never at fault. In addition this particular learning outcome is evaluated on the final exam of the First Year Seminar course.
- Drug and alcohol facilitated violence are addressed specifically at Orientation and during First Year Seminar programming. One film, Spin the Bottle, draws attention to this issue and was shown for a campus wide "Mocktails and a Movie Night." ASAPPs are also trained on this issue.
- Information on risk education and personal protection is discussed and taught at RA training and part of our Orientation program includes a module on risk education. First Year Seminar programs on this topic were offered on three separate occasions during the fall semester.
- Information on accessing resources and other assistance is discussed at RA training, Orientation and in multiple programs throughout the year. In addition, a resource card listing both campus offices and local community agencies/ facilities are handed out at Orientation and are available in the Health and Wellness Center at all times.
- The potential risks of pregnancy and sexually transmitted infections are discussed at RA training, ASAPP training, Orientation, and again during spring programming.

- The 7th discussion point involves an introduction of members of the education community with regard to sexual violence. These members are introduced or discussed at Orientation and are included on the resource card listed above. They are also introduced or discussed during fall programming for First Year Seminar and spring programming during Take Back the Night and ASAPP training.
  - A promise of discretion and dignity is both implied and explicitly said at all our programs.
  - Confidentiality is discussed at the start of all our programs for the program itself. In addition, when we discuss reporting at RA training, Orientation and during First Year Seminar programs, we talk about the promise of confidentiality for victims.
  - The Student Bill of Rights can be found in our Student Handbook.
- **Procedures students should follow if a sex offense occurs, including:**
    - **Procedures concerning who should be contacted.**

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

#### **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 Director of 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 Director of Community Standards. In these cases, the Director of Community Standards records the incident and if necessary, consults with the Vice President for University Life to

assess the situation, review the safety and security of all involved, and 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.

- **The importance of preserving physical evidence for the proof of a criminal offense**

This topic is addressed on the Sexual Misconduct Response Form completed by the student and the responding staff member.

- **To whom the alleged offense should be reported**

All members of the Alvernia University Community are required to notify the Alvernia Public Safety Office - at (610) 7960-8350 or internal extension #8350 of any situation or incident on campus that involves a significant emergency or danger that may pose an immediate or on-going threat to the health and safety of students and/or employees on campus.

In addition, university community members may make voluntary reports, with requests for confidentiality, to these individuals:

Vice President for University Life & Dean of Students  
Director of Public Safety  
Associate Dean of Students & Director of Residence Life  
Director of Community Standards

Every effort will be made to provide confidentiality, to the greatest extent possible within the boundaries established by law.

- **Information on a student's option to notify appropriate law enforcement authorities, including:**

- **On-campus and local police**

**Filing a Complaint**

Anyone can file a complaint to indicate if she or he believes that the Student Code of Citizenship was allegedly 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.

- **A statement that institutional personnel *will* assist the student in notifying these authorities, if the student requests the assistance of these personnel.**

Assistance in notifying law enforcement authorities is included on the Sexual Misconduct Response Form completed by the student and the responding staff member.

- **Notification to students of existing on-and off-campus counseling, mental health or other student services for victims of sex offenses.**

Assistance in notifying these resources is included on the Sexual Misconduct Response Form completed by the student and the responding staff member.

- **Notification to students that the institution will change a victim's academic and living situations after an alleged sex offense, and the options for those changes if those changes are requested by the victim and are reasonably available.**

Assistance in making these arrangements is included on the Sexual Misconduct Response Form completed by the student and the responding staff member.

In addition, these statements appear in our Student Handbook:

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

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

- The right to immediate medical treatment.
- The right of access to any and all counseling resources of the University.
- The right to a Community Standards conference to present his or her charges as soon as possible after a complaint has been made.
- The right, if requested by the alleged victim, to have academic and campus living situations changed as far as reasonably practical. (Such options as changing sections of classes, changing a class to directed study, or changing residences may be explored.)
- The right to a counselor from University personnel of his or her choice to accompany him/her through the 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.

- **Procedures for campus disciplinary action in cases of an alleged sex offense, *including a clear statement that:***
  - **The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.**

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.

Only members of the University community (defined for this purpose as students, faculty, staff members, and administrators – specifically accused students, identified complainants, witnesses, University 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 are not permitted to attend any Conferences. Exceptions may be made by the Director of Community Standards, on a case by case basis, to allow individuals to participate if they can provide a firsthand account of something seen, hear, or experienced during an incident.

- **Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.**

Federal law mandates that 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 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.

- **Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or nonforcible sex offenses.**

#### *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 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 indicates she or he may no longer 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 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 Director of 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 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, a written request for reinstatement to the Vice President for 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 are unable to register for classes until all requirements for readmission have been met. Students are instructed to contact the Office of Student Financial Planning and the Office of Student Billing, since a suspension from the University may affect financial aid, grants, scholarship, etc., if any apply. If a suspended student wishes to be considered for return as a student to Alvernia University, the student must submit a written request and documentation that all outstanding sanctions have been completed. That written request and documentation must be sent to the Vice President for 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 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 University Life imposes the dismissal upon the recommendation of the Director of Community Standards, following the Director’s conferral with 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 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 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.

**Statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained, such as the law enforcement agency with jurisdiction for the campus or a computer network address.**

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.

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 University Life & Dean of Students, in the Campus Commons.

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).