

# Student Handbook



## SAINT VINCENT COLLEGE

**300 Fraser Purchase Road  
Latrobe, Pennsylvania 15650-2690**

**724-532-6600**

**[www.stvincent.edu](http://www.stvincent.edu)**

*In case of emergency, call 911. Public Safety can be contacted at 724-805-2311 or [publicsafety@stvincent.edu](mailto:publicsafety@stvincent.edu)*

*The Public Safety Office is located on the ground floor of Alfred Hall.*

*For Title IX assistance, email the Title IX Office at [titleix@stvincent.edu](mailto:titleix@stvincent.edu)*

*or submit a report online at <https://www.stvincent.edu/student-life/title-ix>*



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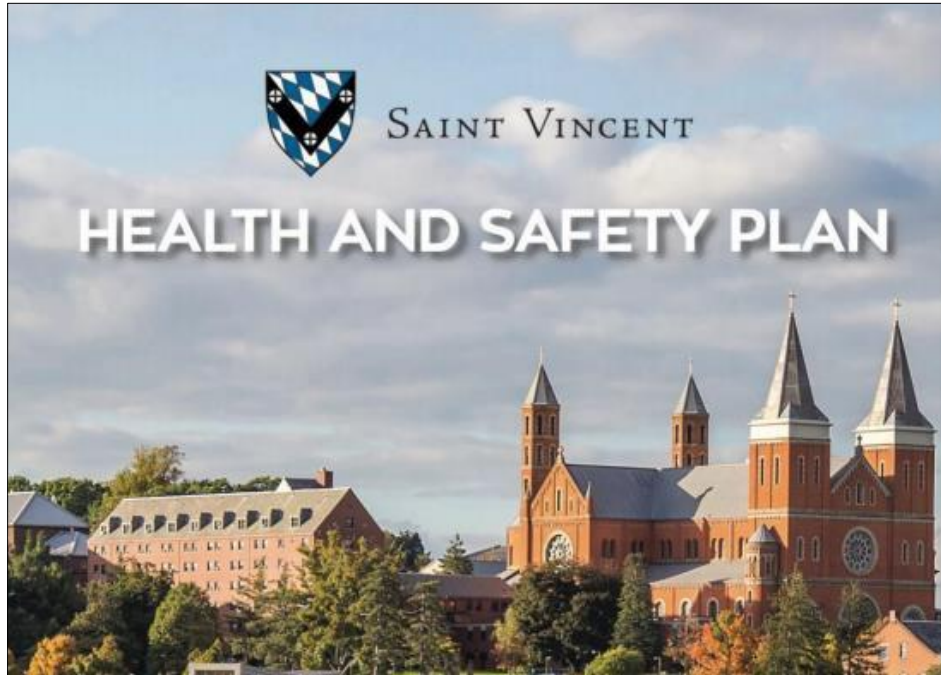
*VERI JUSTITIAE  
SCIENTIA VINDEX*

Learning is the best advocate for what is true and just.

# TABLE OF CONTENTS

<b>Important Messages about COVID-19</b>	<b>4</b>
<b>Saint Vincent College Mission</b>	<b>5</b>
<b>Message from the Archabbot</b>	<b>6</b>
<b>Message from the President</b>	<b>7</b>
<b>Message from the Office of Student Affairs</b>	<b>8</b>
<b>Message from Student Government Association (SGA)</b>	<b>9</b>
<b>College Strategic Plan; Student Affairs Mission and Vision</b>	<b>10</b>
<b>Our Benedictine Heritage</b>	<b>11</b>
<b>Student Rights, Responsibilities and College Policies</b>	<b>12 – 42</b>
▪ <b>Student Rights</b>	12
▪ <b>Academic Policies</b>	13–15
▪ <b>General Policies</b>	16–27
▪ <b>Residence Life Procedures and Policies</b>	28–34
▪ <b>Student Conduct Process</b>	35–37
▪ <b>Sanctions</b>	38–41
▪ <b>Appeals Process</b>	42
<b>Academic Calendar</b>	<b>43</b>
<b>Campus Resources</b>	<b>44–45</b>
<b>Community Resources</b>	<b>46</b>
<b>Appendices</b>	<b>47–85</b>
Information Technology Acceptable Use Policy	
Notice of Rights Under FERPA and its Implementing Regulations	
Sexual Misconduct and Harassment	
Medical marijuana notice	
<b>Alma Mater</b>	<b>86</b>

# Important Messages about COVID-19



As we transition from the pandemic to the endemic phase of the COVID-19 virus, maintaining face to face instruction and residential living in a safe and healthy manner for our campus community remains our highest priority. Achieving this goal requires a multifaceted strategy that includes self-health monitoring, handwashing, appropriate cleaning/disinfection measures, continued isolation of those individuals infected with COVID-19, and precautions by those who have been exposed to the virus. The success of this strategy depends on our campus community adopting and implementing the above measures, which are all in accordance with the most recent guidance from the Pennsylvania Department of Health and Centers for Disease Control issued on February 29, 2024.

# SAINT VINCENT COLLEGE MISSION STATEMENT

Saint Vincent College is an educational community rooted in the tradition of the Catholic faith, the heritage of Benedictine monasticism, and the love of values inherent in the liberal arts approach to life and learning. Its mission is to provide quality undergraduate and graduate education for men and women to enable them to integrate their professional aims with the broader purposes of human life. The programs, activities, and encounters that make up student life at Saint Vincent College encourage the intellectual gifts, professional aptitudes and personal aspirations of students to mature harmoniously.

## **Catholic, Benedictine and Liberal Arts Values**

Central to the Mission of the College are its Catholic tradition, its Benedictine heritage, and its commitment to liberal arts education. Outlined below are some of the values of a Catholic, Benedictine, liberal arts education as defined and operated upon by the Saint Vincent College community.

### **Catholic**

Saint Vincent College seeks to provide an understanding of the positive contributions which the Catholic Church has made, and continues to make, to human progress. Faculty, administrators, staff, and students of all faiths work together in a common search for truth in an environment that does the following:

- Affirms that the love of God and faith in Jesus Christ are authentic values for believers. The life of faith and the life of learning are regarded as inclusive and mutually compatible, as expressed in the College motto: *veri justique scientia vindex*, “learning is the best advocate of truth and justice.”
- Represents a sacramental view which consecrates all visible creation as a pledge, reminder, and active instrument of God’s invisible presence and grace.
- Supports the integration of religious and temporal values in everyday life.
- Promotes appreciation for the positive contributions of all peoples and cultures to world civilization. In this sense, Saint Vincent is truly “Catholic,” ecumenical, and international.

### **Benedictine**

The traditional Benedictine apostolate of education is characterized by an appreciation of truth wherever it is found and by respect for the unique person and talents of every student. In an authentic Benedictine environment, students are not just objects of an educational enterprise; they are valued partners in a common search for truth and beauty. Saint Vincent College is grounded in the following core values of Benedictinism:

- Hospitality, as exemplified by a tolerant spirit that recognizes the mystery of God’s presence in all creation and the sacred dignity of each person.
- Commitment to a concept of community that advocates tranquility and order and is nourished by mutual respect, appreciation, and charity. Even in times of historical and personal upheaval, Benedictine life seeks to preserve peace and solidarity, maintained by the communal effort of prayer and work.
- Care and concern for each individual as evidenced in personal interactions that anticipate the needs of others, bear patiently with others, and promote the personal growth of others.
- Stewardship for all workspaces, living spaces, and the natural environment.

### **Liberal Arts**

Liberal arts education is integrative, challenging students to explore the principles, perspectives, and goals of many different disciplines and modes of learning. Saint Vincent’s particular approach to liberal arts education, undergirded by the values of its Catholic, Benedictine heritage, provides an education for life and for lifelong learning. It espouses a love of learning and a belief in the intrinsic worth of higher education. The College seeks to instill the following educational virtues:

- Facility to comprehend particular phenomena conceptually and to look for patterns and regularities in experience.
- Ability to evaluate ranges of evidence and to revise previous theory or hypotheses accordingly.
- Skill in discovering relationships between seemingly divergent phenomena.
- Ability to be an independent learner rather than a mere consumer of others’ interpretations.
- Facility to articulate and express one’s thoughts clearly.
- Self-assurance in adhering to mature social and ethical values, coupled with tolerance for alternate values in others.
- Skill in making informed decisions and courage to act on them.
- Appreciation for the fine arts, especially art, music, and literature.
- Receptivity to uncommon opinions and unfamiliar cultures.

## FROM THE ARCHABBOT AND CHANCELLOR

Dear Students,



It is my pleasure as the Archabbot of Saint Vincent to extend a warm welcome to you as you join our College community. Many of you may be leaving home and family for the first time and all of you are coming during a worldwide pandemic. No doubt, all are feeling at least a little apprehensive. At Saint Vincent you will find an extended family that not only cares about your safety and academic growth, but is also interested in your social, emotional and spiritual growth. Our extended family is a large one— fellow students, faculty, administrators, Benedictine monks, employees, alumni and friends spread all over the world. We are here for you— you are now part of this family.

Archabbot Boniface Wimmer, who was the founder of Saint Vincent, coined the motto “Forward, Always Forward, Everywhere Forward.” Moving forward does not mean leaving the past behind but embracing it, learning from it and taking it onward as we move through life. If I may, I encourage you to use the talents and gifts which you already possess and combine these with what you will learn and experience at Saint Vincent in the years ahead and make this world of ours an even better place.

My personal wish for you is that your experience at Saint Vincent will be one of the best times of your life. Reach out and make new friends while you are here and take advantage of the academic, spiritual, social and cultural opportunities that are abundantly available at Saint Vincent. Join in one of the many service projects offered here in the United States or in one of the many foreign countries where Saint Vincent College has service programs.

Some years ago, I served as a member of the College faculty. I recall fondly the energy and excitement that accompanied a new academic year. May this new year bring you renewed enthusiasm for growth and development. And, if you see me on campus, by all means, please introduce yourself— I look forward to meeting you.

May the Spirit of God fill you with wisdom and blessings. May you be successful in your studies and be drawn closer to God, the source of all knowledge.

Sincerely,

+Martin R. Bartel, O.S.B.

Archabbot

Archabbot and Chancellor of Saint Vincent

## MESSAGE FROM THE PRESIDENT

Dear Students,



You belong in this community of Saint Vincent College.

Your presence here is not just a matter of you choosing Saint Vincent, but also that Saint Vincent chose you. The commitment we make to one another on this journey is a covenant.

We bind ourselves to each other, not just for a few years in college, but for

life. Once a bearcat. . . always a bearcat.

Your Saint Vincent education will challenge you with a rigorous major field of study and the opportunity to engage in ideas that are new to you through a broad core curriculum.

Saint Benedict in his Rule in Chapter 53 speaks of the importance of Hospitality. It is not just meant for welcoming guests. Hospitality also means entertaining ideas and thoughts that are new, or strange, or different from those that you already have. Hospitality is stretching out of your comfort zone, so that the best of the “new” becomes part of you.

In all of these challenges, though, you have imbedded yourself in a supportive community; one that will not lower the standard, but rather one that can assist you to meet and exceed the standard.

I appreciate your effort to make this educational community strong and the best that it can be. Blessings to you for your success in this academic year and into the future.

Fr. Paul Taylor, O.S.B.  
President

## MESSAGE FROM THE OFFICE OF STUDENT AFFAIRS

Dear Saint Vincent Students,

Please take some time to review this *Student Handbook*. It includes important information, such as your rights and responsibilities as a student, which will help you enjoy a successful college experience.

Saint Vincent College offers you the opportunity to make lifelong friendships, learn from challenging and caring professors, and enjoy many new and different experiences. These will all help you move forward to achieve your goals of graduation and a successful, satisfying career. Start now to make decisions that will get you there.

You are encouraged to make the most of your college experience by getting involved. Out-of-the-classroom learning experiences are not only fun, but they help you develop skills in leadership, problem solving and networking. We have more than 50 student organizations, and you can also enjoy sporting events, get involved in Campus Ministry and participate in many other programs and events scheduled around campus.

If you find yourself struggling academically or with the adjustment to college life, don't hesitate to talk with your professors or your advisor, seek out tutoring services or visit our Wellness Center. You can also talk to your fellow students who have been working hard through the Student Government Association, Orientation Team, Activities Programming Board and Residence Life to ensure an excellent college experience.

You are always welcome to visit us in the Student Affairs Office located on the first floor of Alfred Hall. We all share the commitment to helping you succeed.

Go Bearcats!



## STUDENT GOVERNMENT ASSOCIATION

Dear Fellow Bearcats,

Welcome to the start of another great year at Saint Vincent College!

The *Student Handbook* serves as a reference for students to familiarize themselves with the expectations of the College. Along with these expectations, this handbook will help you become well acquainted with both your rights and responsibilities as a student. In order to have a successful four years at Saint Vincent, both inside and outside of the classroom, please refer to this handbook periodically.

Saint Vincent College has an abundance of resources available to make your experience here fulfilling, including opportunities such as study abroad and tutoring offered through Academic Affairs. You'll also find numerous support programs, social events and activities provided by Student Affairs, student organizations, and other campus departments.

If you have any concerns or ideas that would benefit the campus community, be sure to contact your Student Government Association representative, or stop by our office located on the first floor of the Robert S. Carey Student Center in the Campus Life hallway. We are here to ensure that you get the most out of your college experience.

Best wishes for a productive and enjoyable year.

Sincerely,

Saint Vincent College Student Government Association



## SAINT VINCENT COLLEGE STRATEGIC PLAN

The Strategic Plan for Saint Vincent College sets forth the priorities and goals for 2021-26. The Plan articulates and aligns strategic priorities, actions, and corresponding indicators around four key Pillars: Mission Integration, Academic Excellence, Student Success, and Institutional Sustainability. The Plan is designed to be a living document that will grow and evolve with the College, its constituents, and stakeholders. The 2021-26 Strategic Plan is available online at <https://www.stvincent.edu/meet-saint-vincent/office-of-president/strategic-plan.html>.

## SAINT VINCENT COLLEGE STUDENT AFFAIRS

### MISSION STATEMENT

True to Saint Vincent College's Catholic, Benedictine, and liberal arts heritage, Student Affairs offers programs and opportunities that complement the curricular experience while instilling the values of community, service and worship, and promoting a balanced, healthy lifestyle.

### VISION

Student Affairs at Saint Vincent College is committed to a holistic vision of the student's college experience. The staff and services enhance student learning by:

**INVITING** students to engage themselves and their talents in the life of the College,

**SUPPORTING** students as they discover, apply and refine their God-given talents in the areas of intellectual curiosity, social interaction, and personal maturity,

**GUIDING** students to be individuals of selfless character with an instinct for service to others and a keen awareness of the common good,

**PREPARING** students to excel in their careers as professionals and to continue to pursue personal and spiritual fulfillment as they journey through life, and

**CHALLENGING** students to achieve their full potential through interaction, discussion and engagement with other members of the campus and surrounding communities and involvement in the many academic and extracurricular opportunities available through Saint Vincent College.

## OUR BENEDICTINE HERITAGE

The community of **Saint Vincent College** is based on the **tradition** of **Benedictine values**. **Saint Benedict** outlined several key **elements** within the **community**. These **values** are as **relevant** and **timeless** today as they were in the **founding** of the **College** in 1846.

**COMMUNITY**– act in the best interest of others and be considerate

**PRAYER**– take time for reflection and to seek guidance from God

**HOSPITALITY**– welcome visitors and treat your neighbor as Christ

**STABILITY**– embrace the traditions and heritage of the community

**DISCIPLINE** – practice self-restraint and act with maturity

**STEWARDSHIP**– take care of what is given to you and the space you share with others

**HUMILITY**– listen to others, grant forgiveness, and admit your mistakes

**CONVERSATIO** – seek opportunities to learn and grow spiritually and intellectually

**OBEDIENCE** – listen respectfully to others, honor authority and respond appropriately

**LOVE OF CHRIST & NEIGHBOR**– embrace Christ and others with an open heart and an open mind

## **STUDENT RIGHTS and RESPONSIBILITIES and COLLEGE POLICIES**

The Saint Vincent College community encourages mutual respect and consideration, maintaining an atmosphere of cooperation and an appreciation for the rights of others. Each student, by becoming a member of Saint Vincent College, accepts a commitment to strive for the betterment of his or her fellow students and the community.

A person is considered a student from the day of his or her paid deposit upon admission until one year after commencement (including any breaks in enrollment of one year or less). The term student includes all persons taking courses at Saint Vincent College, either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the student code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have paid a deposit upon admission are considered “students,” as are persons who are living in College residence halls, although not enrolled in this institution.

In order to provide a quality education which enables students to integrate their professional aims with the broader purposes of human life, Saint Vincent College has established policies and guidelines that ensure a healthy campus community. When College policies are violated, on- or off-campus, incidents are reported and then addressed by the Office of Student Conduct. Any question of interpretation or application of the student code is at the discretion of the Dean of Students or his/her designee.

As part of a Campus Review and Resolution Process, a member of the Student Affairs staff may request to meet with a student regarding issues which are not in violation of College policy, but which are concerning. The staff will seek to provide support and guidance to these students in order to assist them in overcoming their challenges and may acknowledge that with an official Letter of Concern.

### **STUDENT RIGHTS**

1. The right to seek God and grow in faith through the daily experience and activities of College life.
2. The right to matriculate in an environment free of religious indoctrination and coercion.
3. The right to participate fully in the academic and extracurricular life of the College.
4. The right to live and learn in an environment free from discrimination or harassment.
5. The right to be treated with respect by all members of the College community.
6. The right to be graded and evaluated fairly.
7. The right to have privacy within the boundaries of the law and College policies.
8. The right to receive accommodations for disabilities.
9. The right to acquire information about College policies, procedures and statistics.
10. The right to address grievances through appropriate College procedures.

# ACADEMIC POLICIES

## 1. Academic Information Sources

Saint Vincent College promotes an engaging learning atmosphere that creates an attitude of mutual respect between students and faculty.

- Academic policies and procedures are contained in the *College Bulletin*. Each student will be introduced to these policies and procedures in the First Year Seminar. Students should be familiar with the contents of the *Bulletin* and monitor their progress toward graduation.
- Processes such as registration procedures, adding and dropping of courses, refund policy, transcripts, financial aid, tuition, fees, credit hours and numerous other topics are discussed in the *College Bulletin*.
- Advisors will assist the student about matters such as course and program selection.
- The ultimate responsibility for knowledge of requirements, course prerequisites, and for verification of the accuracy of records maintained by the Registrar remains with the student.

## 2. Class Attendance

- **Absences from Class and Make-Up Exams**
- Faculty expect students to attend all classes.
- Students should be familiar with the attendance policies of their instructors as stated on the course syllabi.
- Absences, as well as make-up exams, are handled at the discretion of the individual faculty members. Students are responsible for consulting with each individual instructor concerning completion of course requirements in cases of prolonged absence.
- When students face unusual circumstances, such as an extended illness or a death in the family, they should contact the Student Affairs Office which will notify the students' instructors about the reasons for the absence. This notification does not serve as an excused absence from class or coursework and is meant to serve only as a resource for notifying College faculty.
- Prolonged, unexcused absences from class may result in suspension or dismissal from both the College and the residence halls. The Dean of Students reviews and decides such cases in consultation with the Office of Academic Affairs.
- **Excused Absences for Participation in NCAA Division III Intercollegiate Sports and Other College Activities**
- The College officially sponsors the following men's and women's intercollegiate sports: baseball, basketball, bowling, cross country, , football, golf, lacrosse, soccer, softball, swimming, tennis, track, wrestling, and volleyball. There are also many recognized student organizations. Participation in events in these sports and organizations will be considered excused absences provided these procedures are followed:
  - inform their professors that they will be participating in an intercollegiate sport or other College activity
  - provide a schedule of games or events which may conflict with class schedules
  - make provisions for make-up exams in advance of the examination date
  - continue to be responsible for learning course material
  - present an official excuse signed by the coach or advisor for games or events which necessitate absences
- Students should rely on the judgment of their professors and faculty advisors in cases when athletic or organization participation appears to be jeopardizing academic progress. The College demands of every student an academic average of 2.0 at each semester grading period. If a student fails to attain this 2.0 average, or a cumulative average of 2.0, the Academic Status Committee issues a letter of academic warning with a copy to the student's advisor, departmental chairperson and parents. A freshman or sophomore student (first through fourth semester) who has not achieved at least a cumulative GPA of 1.75 or higher may not participate in formal extracurricular activities. Junior and senior students (fifth through eighth semesters) must achieve at least a cumulative GPA of 2.0 or

higher in order to participate in formal extracurricular activities. Any transfer student who has junior status or above (by credits) at the end of their first semester at Saint Vincent College must follow the same guidelines as the third- and fourth-year student. Examples of formal extracurricular activities include the student newspaper, intercollegiate sports, student government and drama.

▪ **First-Year Student Participation in Orientation Seminars and Events**

During Orientation, first-year students learn the traditions of Saint Vincent College and receive important information intended to facilitate the new students' college education. In order to ensure their acclimation into the Saint Vincent community, students who miss sessions will be required to attend follow-up seminars.

### 3. Academic Integrity (See also the *College Bulletin on Academic Honesty*)

Saint Vincent College assumes that students are responsible individuals who demand of themselves high standards of honesty and personal conduct, both in the performance of academic assignments and in the conduct of personal life.

- The attempt of a student to present as his or her own any work which he or she has not performed or to pass any examinations by improper means is a serious offense.
- No piece of work may be submitted for credit in more than one course or module except with the permission of all instructors involved.
- In any case of academic dishonesty, the faculty member and school dean review the case and determine appropriate sanctions in consultation with the Assistant Vice President for Student Success and Retention. Appeals will be reviewed by the Vice President for Academic Affairs. Faculty will clearly state their policies on the course syllabi for academic honesty and the penalty a student will incur for breaching the standards of academic honesty.
- Depending on the seriousness of the offense, possible sanctions are failure for the assignment, failure for the course, suspension or expulsion.
- The Assistant Vice President for Student Success and Retention will maintain an ongoing file of all such cases. More serious action will be recommended if a student has a previously recorded incident.

#### **Academic Integrity Prohibits:**

**A. Falsification:** the fabrication of data.

**B. Plagiarism:** an offense involving use of another person's words, phrases or ideas without giving that person credit. Plagiarism is discussed in the *Harbrace College Handbook* (1962: 410) as follows:

“Any failure to acknowledge borrowed material is a serious offense called plagiarism. If a borrowed idea is expressed in the student's phraseology, an acknowledgment of the source is sufficient. If it is in the phraseology of the source, it should be put in quotation marks and also acknowledged. Usually a conscious quotation (except well-known or proverbial passages) of three or four connected words or more should be placed in quotation marks.”

- The source of the material should be given credit when using someone else's work or ideas.
- Material from a print, electronic publication or Internet source (book, journal, article, film, images, etc.) should be enclosed in quotation marks or otherwise set off, and the source of the material acknowledged.
- When paraphrasing published material (using it almost word for word) the source should also be acknowledged, and pages given.
- Students must cite **any and all** resources used in a presentation, project or writing a paper.
- Students will assume responsibility for understanding each individual instructor's policy concerning academic honesty.

**C. Work by Other Students:** When students are asked to prepare material jointly and or in groups, the contributions of all individuals to this material should be clearly acknowledged unless otherwise stated by the instructor. Having someone else prepare material for a student to submit or having someone else help with a project or paper in any way should only be done when a student has obtained the instructor's permission to do so.

#### **4. Student Concerns Regarding Academic Matters**

If a student has a concern about a particular course, the student is encouraged to utilize the following procedures:

- Schedule an appointment with the professor to discuss the problem or concern.
- Meet with the faculty member's chairperson or school dean if the student believes that the concern has not been resolved by the professor.
- If the issue remains unresolved, contact the Assistant Vice President for Student Success and Retention who will work with the student, faculty member and the chairperson or dean.

#### **5. Classroom Etiquette**

An essential characteristic of Saint Vincent College is the dignity and civility with which students and instructors conduct themselves both inside and outside the classroom. All students share in the responsibility of making the classroom a positive place to learn. Attendance is more than just being in the classroom, laboratory or field experience. Students are expected to be prepared and attentive. Some specific behaviors that are distracting and should be avoided include holding side conversations, arriving late or leaving early, eating, or doing work for other classes. The use of technology such as cell phones and laptop computers is not permitted in the classroom without the instructor's permission. When using devices outside of the classroom on campus, such as the library, study center, etc., students are asked to be considerate of their surroundings, and to silence their devices when appropriate. Students should check with individual professors for additional expectations and guidelines for classroom etiquette, including whether or not recording of classroom lectures is permitted.

# GENERAL COLLEGE POLICIES AND STUDENT RESPONSIBILITIES

These policies are established for the good of the entire Saint Vincent College community. Students and guests are expected to abide by them. **The College continually seeks ways to improve student life and in doing so reserves the right to update the *Student Handbook* and policies as needed. The most current version of the Handbook and policies can be found on the College's website and portal.** Any questions regarding these policies or reports of infractions of them should be referred to Student Affairs. The term "policy" means the written regulations of the College as found in, but not limited to, the student code, the *Student Handbook*, residence life contract, the College Sexual Harassment and Sexual Misconduct policy, the College webpage and computer use policy, and graduate/undergraduate catalogs.

For graduate students enrolled in the Master of Science in Health Sciences Nurse Anesthetist Program or the Doctorate of Nurse Anesthesia Practice Program, all concerns will be resolved by deference to the respective Excelsior program Handbook.

## 1. Alcohol and Other Drugs Policy

The College encourages students to abstain from alcohol and other drugs. If students choose to consume alcohol, they should do so responsibly and legally. Excessive quantities of alcohol are not permitted. The National Institute on Alcohol Abuse and Alcoholism defines "heavy episodic drinking" as a pattern of drinking alcohol that brings blood alcohol concentration to 0.08. To reach this level, a typical adult male or female would consume five or four drinks, respectively, in a period of two hours.

**Reporting Alcohol and Drug Related/Other Emergencies:** Students are expected to seek help for their peers' personal welfare in drug or alcohol or other emergencies. The Pennsylvania Legislature recently passed a law that gives an underage person a defense to prosecution for the summary offense of consumption or possession of alcohol if, 1) the person calls 911 or alerts campus safety, police or emergency services in the good faith belief that another individual needs immediate medical help to prevent death or serious injury; 2) they reasonably believe that they are the first person to make that emergency call; 3) they give their own name in making the call; 4) they stay with the person in need of medical attention until the help arrives; and, 5) the only way law enforcement becomes aware of their own possession or consumption of alcohol is because of their conduct in 1 – 4 above.

Similarly, under Act 139, limited immunity from charge and prosecution for certain drug offenses is provided if an individual calls 911 in the event of an overdose. To be protected under the law, individuals who report an overdose must give their names, stay with the person who overdosed until help arrives, and cooperate with law enforcement personnel. Drug offenses that are covered under this law are those related to possession of drug paraphernalia and small amounts of drugs. Individuals in possession of a quantity of drugs that constitutes as "intent to sell" are not protected under the Good Samaritan statute. The person who overdosed is also protected under the law where the person who made the call is protected.

The conduct of a student meeting the criteria of this statute will also be considered a mitigating factor in any disciplinary proceedings Saint Vincent conducts that arise out of the incident.

## ALCOHOL

### Student of Legal Drinking Age – Over 21:

- Students 21 years or older who choose to consume alcoholic beverages are expected to do so responsibly and are prohibited from distributing alcoholic beverages to persons under 21 years of age.
- Student residents 21 years or older may possess alcohol for personal use in their living space.
- Student residents 21 years or older may not consume alcohol in the presence of minors, including any roommates who are under 21 years of age.
- Those residents who are over 21 years of age should properly dispose of all alcohol containers after consumption and may not display them.

### Students under the Age of 21:

- Students under 21 years of age are not permitted to use, possess, manufacture or distribute alcoholic beverages or be publicly intoxicated.
- Student under 21 years of age may not be present in a room where alcohol is being consumed.



- If students living in a room are all under 21, then alcohol cannot be present in that room.

### **General Alcohol Policies:**

- Beverages containing grain alcohol and distilled spirits greater than 99 proof are prohibited on campus grounds.
- The presence, possession or use of any bulk or common container of alcohol (i.e., kegs, beer balls, etc.) or any device or activity (i.e., beer bong, beer pong, etc.) used to consume alcohol in a dangerous or unhealthy manner, or excessive amounts of alcohol in any campus living unit is prohibited, no matter the age of the participants. Mock drinking games (i.e. water pong) are not permitted.
- Students of legal drinking age may have alcohol in the Residence Halls. Single, double, and triple rooms are limited to two of the following (or an equivalent combination) at any one time; Rooney Hall apartments and suites may have any three of the following (or an equivalent combination) at any one time:
  - 1 case of beer equal to 30 bottles/cans at 12 oz. each or 24 bottles/cans at 16 oz. each
  - 750 mL of hard liquor
  - 3 liters of wine
- No money may be charged for any event at which alcoholic beverages are present or observed.
- The public possession and use of alcoholic beverages are prohibited in all public or common areas on campus, except at official College approved events or locations.
- All empty containers will be treated as “in use” by students of any age.
- No posters, throw rugs, furniture or displays of any kind that advertise alcohol or drugs and/or alcohol- or drug-related paraphernalia are permitted anywhere in Saint Benedict Hall.
- No posters, throw rugs, furniture or displays of any kind that advertise drugs and/or drug-related paraphernalia are permitted on campus.
- Alcohol displays of any kind (posters, lights, signs, etc.) are not permitted in windows or corridors of any residence hall.
- Public intoxication is not permitted, regardless of the age of the individual.
- Students and College officials may request the use of breathalyzers in determining if a student has consumed alcohol.
- Students may not be present in a situation where alcohol is being consumed by those who are under the age of 21.
- The College reserves the right to notify the parents/guardians of any student under the age of 21 of the student’s violations of the College’s alcohol-related policies.

### **Alcohol Policy for Guests to Campus:**

- Guests and visitors may not consume or possess alcohol in the residence halls if their host (resident) is under the age of 21.
- Guests who are visitors of resident students who violate College policies on alcohol will be removed from campus; a Residence Life official will determine when the visitor can return.
- The College may contact parents or police in incidents where guests are found violating College policies on alcohol.

### **Pennsylvania State Law:**

- A person under 21 years of age commits a summary offense if s/he attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor, malt or brewed beverages.
- It is unlawful for a person under 21 years of age to knowingly and falsely represent himself or herself to be 21 years of age or older for the purpose of procuring any liquor, malt or brewed beverages.
- It is unlawful for a person to intentionally and knowingly sell or furnish any liquor, malt or brewed beverages to a person who is less than 21 years of age.
- It is unlawful to make, alter, sell or attempt to sell an identification card that falsely represents the identity, birth date or age of another. It is unlawful for a person under 21 years of age to possess an identification card which falsely identifies that person by name, age, date of birth, or photograph as being 21 years of age or older. It is unlawful to obtain or attempt to obtain liquor, malt or brewed beverages by using the identification card of another.

- A third party injured by an impaired or intoxicated person under age 21 has a right of action against any person who "knowingly" caused such impairment by unlawfully furnishing or assisting in procuring alcohol for the person under 21 years old.
- It is unlawful to provide alcoholic beverages as part of an admission fee or sell alcohol without a license from the Pennsylvania Liquor Control Board.
- The PA Crime Code states that violations of laws regarding alcohol (underage consumption, public intoxication, etc.) may constitute a summary offense and misdemeanor and could result in a fine up to \$2500, up to 1 year in jail, and license suspension ranging from 90 days to two years (Source: PLCB Website).

## **OTHER DRUG USE**

The College recognizes drug abuse as a health, safety and security problem that may also threaten the welfare of others in the community. The College also recognizes drug dependence as an illness and a major health problem. Students needing help in dealing with such problems are encouraged to seek assistance through the Wellness Center or one of the many other services listed in the back of the Handbook.

- The use, possession, manufacture and/or distribution of an unlawful narcotic or other controlled substance and/or the abuse of a prescription drug (including medical marijuana) and/or drug paraphernalia (including but not limited to bongs, pipes, and hookahs) are prohibited on or off campus.
- The utilization of drugs off campus or entering the campus under the influence of any unlawful or inappropriately used drug is a violation of the Code of Conduct.
- In off-campus cases involving legal procedures, the Dean of Students can suspend a student from the College. Violation of state and federal drug laws may result in fines and/or incarceration.
- The College reserves the right to notify the parents/guardians of any student under the age of 21 of the student's violations of the College's drug policy.
- In compliance with the Drug-Free Schools and Communities Act, all drugs which are illegal under federal law, including medical marijuana, are not permitted on campus.)

## **2. Campus Conduct**

Standards of honesty, integrity, civility, charity, hospitality and working toward the common good of the institution are at the core of our mission statement. All members of the community are expected to abide by these standards and to uphold the policies in this *Student Handbook*.

### Conduct at Athletic Events:

- As participants in athletic events, players are to treat their team, their hosts, their opponents, and the spectators with respect, extending hospitality in the Benedictine Tradition.
- As spectators of athletic events, members of the Saint Vincent community are to demonstrate respect for participating teams, the environment, the rules and regulations of the games, and the policies for the spectator areas.
- Foul language, inappropriate gestures, inappropriate clothing or ridiculing the opposing team's players in any way (throwing objects, defacing property, etc.) will not be tolerated.

### Classroom Conduct:

- Learning requires a degree of openness to other people, other opinions and other ideas.
- Disagreement with others is part of the academic enterprise but at no time should such disagreement result in disrespectful or offensive behavior.
- Students are expected to be prepared and attentive.
- Some specific behaviors that are distracting and should be avoided include holding side conversations, arriving late or leaving early, doing work for other classes, eating, or using laptops to check email or surf the web.
- Cell phones, pagers, and other electronic devices must be turned off when students are in the classroom, labs, library, within any college-owned facility or when meeting with a faculty member.
- Students should check with individual professors for additional expectations and guidelines for classroom etiquette.

### Dining Halls Conduct:

- Offensive behavior, including but not limited to harassment, name-calling, degrading language, remarks or "jokes", and throwing of food will not be tolerated.

### 3. College Facilities

- Misuse of College facilities or services conducted in those facilities including but not limited to restrooms, public areas, furniture, classrooms, audio-visual equipment, computer equipment, athletic equipment, outdoor and recreation equipment, mail, email, internet and business office/cash checking services is prohibited.
- Bicycles, motorcycles and skateboards are not permitted to be used inside College buildings, including residence halls; however, bicycles and skateboards may be stored in the individual residence hall rooms.
- Hoverboards are not permitted on campus.
- Unauthorized use of keys is forbidden.

### 4. Commuter Students

- A Commuter Lounge is available in Placid Hall.
- First-year commuter students are assigned to a Pod in Saint Benedict Hall and are encouraged to join in the many activities available to them.
- Commuters are responsible for providing both a permanent and local mailing address and telephone number to the Office of Student Affairs each year.
- As representatives of Saint Vincent College, students living off-campus are expected to demonstrate Benedictine hospitality and respect neighbors' rights to a quiet, clean, safe and peaceful neighborhood.

#### Off-Campus Conduct

- Students must follow the College's Health and Safety Plan both on and off campus.
- Students are members and representatives of Saint Vincent College. They should uphold the mission and values of the institution and refrain from inappropriate or irresponsible behavior on or off campus which damages the reputation of the College. All students are held accountable for their behavior, both on and off campus (see number 9 "Defamation of College Reputation")
- Students are obligated to notify Student Affairs in a timely manner any time they are detained, arrested, cited, or otherwise charged with violations of local, state, or federal laws, locally or elsewhere (other than minor traffic citations).
- Where the Dean of Students determine, after reasonable investigation, that conduct occurring off-campus is threatening or potentially harmful to members of the College community, they may order the suspension or permanent removal of a student from the College.

### 5. Complicity

A student is complicit in the conduct of another where the student:

- is aware of the conduct of others in violation of the policies of this Handbook; *or*,
  - is present while others engage in conduct in violation of the policies of this Handbook;
- and,
- does not express disapproval of the conduct;
  - does not attempt to persuade the violators to cease the actions in violation of the policies of the Handbook;
- and,
- in the event that the violators persist, fails to promptly remove himself/herself from the situation.

### 6. Computers/Computer Networks and Information Resources

*(Please see complete Acceptable Use Policy in Appendix A)*

#### Computers/Computer Networks

- The College aims to provide a high-speed, reliable computer network. To this end, students need to take the responsibility to install up-to-date anti-virus and anti-spyware software on their computer to protect the integrity of their computer and the College network. Additionally, the operating system should be kept up to date with the most recent patches installed.
- The College and a 3<sup>rd</sup> party Internet provider named Apogee have partnered to provide advanced wireless and wired network services in your Residence Hall. 24-hour support is available through Apogee's support center. For Residence Hall Internet support, go to their web site at [www.myresnet.com/support](http://www.myresnet.com/support) or call their toll-free number at 1-855-643-2152.

- Questions concerning computers or technology at Saint Vincent College should be directed to the Information Technology Service Desk located on the ground floor of Alfred Hall, or via email at [servicedesk@stvincent.edu](mailto:servicedesk@stvincent.edu), or via phone at 724-805-2297.
- The use of computers, computer networks or any electronic device at the College that results in damage to the computer systems of the institution, the loss of data, the unauthorized diversion of private information, the interruption of normal use of the computer systems, or any other form of disruption to the electronic communications system utilized on campus will lead to disciplinary action. Any attempt to bring about such damage, loss, unauthorized diversion interruption or disruption will similarly be grounds for disciplinary action.
- Additionally, the unauthorized use of passwords, spreading (or attempting to spread) a computer virus, accessing without proper authorization computer accounts, deleting software installed on College computers, intentionally or recklessly causing a computer to crash, capturing, viewing, or transmitting threatening or obscene material, engaging in the unauthorized copying, file sharing and/or distribution of software protected by trademark or copyright, is strictly prohibited and will result in disciplinary action.
- In order to conduct a thorough investigation of any potential violation of the conduct specified in the above paragraphs, the Office of Student Affairs may temporarily take possession of and analyze any electronic device and contents thereof that may provide evidence of such violation.
- Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities under federal copyright law.

### **Information Technology Resources**

- In support of its mission, Saint Vincent College provides Internet access for students, faculty and staff to local, national, and international sources of information to further its Catholic, Benedictine liberal arts education.
- It is also the intent of the College to maintain an environment that facilitates access to knowledge and the sharing of information with colleagues at Saint Vincent and at other locations without fear that their work will be violated by misrepresentation, tampering, destruction and/or theft.
- Students using online social networking services, who post or appear in images, photos, video, or narratives that show violations of the College's policies may be found responsible for violating College policies.
- Commuters are responsible for providing a current mailing address and telephone number each year to the Office of Student Affairs.
- Refer to the MySV Portal – <http://mysv.stvincent.edu> to get information anytime about school related issues, activities, email, policies, and contact information for assistance with most anything.
- Saint Vincent College provides electronic resources, including computer e-mail, network servers/storage, webpages and Internet access, to its students for their use in carrying out the Mission of the College.
- These resources are and remain at all times the sole property of Saint Vincent College.
- Because these resources constitute a powerful tool in the hands of a user, the College is obliged to ensure that they are used only for the proper purposes for which they have been provided. While the College recognizes the role of privacy in an institution of higher learning and will honor those ideals, there should be no expectation of privacy of information stored on or sent through College-owned IT resources.
- Accordingly, students are advised that the College, as the owner of these resources, reserves the right at the direction of the President of the College to track and analyze network traffic, e-mail messages and attachments, Internet sites visited, electronic files and data.
- Additionally, students should be aware that the maintenance of these electronic services by the Information Technology personnel of the College requires that said personnel have access to the computer e-mail, network servers/storage, webpages and Internet usage of the students. This access is necessary and will be exercised to ensure that all Saint Vincent community members can be effectively supported in their use of the College's electronic resources and can utilize those resources in a faster and more efficient way when necessary.

## **7. Compliance and Mutual Respect**

- Saint Vincent College strives to live out the Benedictine Hallmark of community, emphasizing the call for service to the common good and respect for the individual.
- Students are to comply with the directives of College personnel, including Faculty, Staff, Administrators, Residence Hall Directors and Prefects, in the performance of their duties. Failure to do so subjects the student to disciplinary action.
- In a spirit of mutual respect, abusive/defiant language or behavior toward members and guests of the College community will not be tolerated.

## **8. Damages and Theft**

- Students are held responsible for any College property entrusted to their personal use and will be held responsible for the return of the property and/or any unwarranted deterioration beyond normal wear and tear in the condition of the room or its contents.
- Damage to College property will be charged to those responsible. When a responsible party cannot be identified, any costs may be prorated to the floor, the residence hall or the campus, depending upon the location of the damage.
- Students will be held responsible for damaging or taking without permission the property of others.
- A person possessing property stolen from another may be held responsible for it; the degree of being held responsible will depend on their state of knowledge.
- The College is not responsible for loss or damage of personal items.

## **9. Defamation of College Reputation**

- Students are members and representatives of Saint Vincent College and their actions must uphold the mission and values of the institution; students must refrain from inappropriate or irresponsible behavior on or off campus which damages the reputation of the College.
- All students are held accountable for their behavior, both on and off campus.
- Students are obligated to notify the Office of Student Affairs in a timely manner any time they are detained, arrested, cited, or otherwise charged with violations of local, state, or federal laws, locally or elsewhere (other than minor traffic citations).
- In off-campus cases involving legal proceedings that involve conduct which is considered threatening or potentially harmful to the members of the College community, the Dean of Students may suspend or permanently remove a student from the College if such action is deemed in the best interest of the College.
- Students using online social networking services who post or appear in images, photos, video, or narratives online that show violations of the College's policies may be found responsible for violating College policies.

## **10. Displays/Posters for Public Areas & Bulletin Boards**

- All posters hung on campus must be approved by the Office of Campus Life
- All posters on campus can only be posted on boards marked "Campus Events," including all lobbies and floors of Residence Halls.
- The club, organization or department is responsible for taking down all posters the day after the event.
- All use of sidewalk chalk must be approved by the Office of Campus Life
- All banners hung in the Carey Lounge must be approved by the Office of Campus Life
- Materials promoting a particular candidate, political party or campaign issue may not be posted or displayed electronically or physically around campus, with the exception of materials related to campus elections such as for SGA and Homecoming.
- No posters may be taped to any walking surface in or around campus
- FMO will remove signs that have not been approved or are placed in areas other than designated bulletin boards, including doors or windows.
- Posters by Residence Hall staff for specific building use only or posters by authorized individuals on departmental bulletin boards do not need prior approval.

## **11. Electronic Devices**

No student may use a cell phone, pager, camera, video recorder or other electronic device:

- to disrupt in any manner activities in any classroom, the library or any facility owned by the College;

- to engage in any form of academic misconduct including, but not limited to, photocopying or photographing questions on any examination;
- to photograph or videotape any person in a private or secured area such as a dormitory room, locker room or bathroom;
- to photograph or videotape any person against their will;
- to record the conversation of any person without their consent [Note: such conduct may also constitute a felony violation of the Crimes Code of Pennsylvania]; or,
- to engage in or facilitate any other illegal activity.

## **12. Email Accounts**

- Saint Vincent College email accounts are used to notify students of important information on issues relating to classes, campus safety, parking, policies and special events.
- Students are responsible for checking their accounts frequently.
- Questions concerning access to a Saint Vincent College email account or a student ID account should be directed to the Information Technology Service Desk located on the ground floor of Alfred Hall, or via email at [servicedesk@stvincent.edu](mailto:servicedesk@stvincent.edu), or via phone at 724-805-2297.

## **13. Endangering the Welfare of Others**

- Any behaviors that endanger the health, safety, well-being and/or reputation of others are prohibited.
- These behaviors include but are not limited to intimidation, coercion, harassment, verbal abuse, threats, etc., whether carried out in person or by other means such as electronic mail, text messaging, and internet and social networking sites.
- Students are required to follow the policies regarding face coverings, social distancing and other policies set for in the College's Health and Safety Plan at [COVID-19 Health and Safety Information | Latrobe, PA | Saint Vincent College \(stvincent.edu\)](#)

## **14. Emergency Notification**

- Saint Vincent College utilizes a comprehensive safety and warning system. In cases of emergency, loudspeakers/sirens and the text/email notification system e2campus are used to alert the community.
- Students are required to sign up for the e2campus system for emergency notifications; email/text activation is available at <https://stvincent.omnilert.net/subscriber.php>

## **15. Environmental Stewardship**

- Students are expected to be good stewards of the college campus.
- Destruction of campus property (littering, graffiti, etc.) is not permitted.
- Hunting, trapping, etc., of animals on Saint Vincent grounds is not permitted.

## **16. False Information**

- Providing any college official with false information (including but not restricted to false names, halls, rooms, age, licenses, student IDs, parking permits, etc.) is not permitted.
- Possession, production or distribution of false documents is prohibited.

## **17. Financial Clearance**

- Financial clearance is defined as having your student account paid in full *or* having enrolled in an authorized payment plan with the Business Office.
- Students are required to secure financial clearance prior to the start of each semester.
- Students who are not financially cleared will be prevented from attending classes and denied access to the residence halls and dining service.
- Any student who has questions or concerns regarding financial clearance should contact Financial Aid and/or the Business Office.

## **18. Firearms and Other Weapons, Dangerous Materials, and Pyrotechnics**

- Weapons (including firearms, BB guns, air soft guns, pellet guns, paint guns, NERF guns, bows and arrows, slingshots, etc.), ammunition for any weapons, knives (except small utility knives), and any other dangerous materials intended to intimidate, or harm others are not permitted on campus.

- The possessing, making and/or exploding of firecrackers and other pyrotechnics are prohibited. The laws of the Commonwealth of Pennsylvania declare it unlawful to sell, to have in one's possession, or to discharge any fireworks.
- Flammable liquids, solvents, and other dangerous chemicals (including but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) may not be stored or used in residence halls.

## **19. Fire Safety and Regulations**

- Students should report any emergency by calling x2911 or 724-805-2911.
- Fire Safety and equipment are designed and placed for protection against fire. Students are encouraged to use fire equipment if they believe such use is necessary. Any malfunction should be reported to a College official.
- Misuse of these items interferes with this protection and endangers both people and property.
- Setting a false fire alarm, or tampering with fire protection equipment, notification systems or detection devices is prohibited. Possible sanctions may include fines and suspension from the Residence Halls or College.
- Obstruction of doors and windows is not permitted.
- A charge of at least \$200.00 will also be assessed for any individual found tampering with, removing or discharging a fire extinguisher without cause.
- A minimum charge of \$200.00 will be assessed to replace smoke detectors intentionally damaged or removed by students.
- All occupants must exit a building when the alarm has sounded and remain outside of a building until given the all clear by college personnel. Failing to exit a building during a fire alarm may result in student conduct sanctions.
- Flammable liquids, solvents, and other dangerous chemicals (including but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) may not be stored or used in residence halls.
- Because of electrical fire hazard, extension cords are not allowed, and all surge protected power strips must be UL certified.
- Saint Vincent College's insurance policy does not cover personal property in case of accident, theft or fire. It is advisable that students insure their property with an insurance company of their choice.
- Nothing may be stored or kept in hallways or stairwells, as they must be kept clear for accessibility and emergency access.
- A member of the Public Safety department must approve all bonfires.

## **20. Gambling**

- Students may not engage in games of skill or chance where money changes hands.
- NCAA rules prohibit sports gambling of any kind by student-athletes.
- Counseling is available in the Wellness Center for gambling related addictions or issues.

## **21. Harassment – Hazing – Physical Contact/Use of Force – Reporting of Threats/Concerns**

*(Sexual harassment, sexual violence, sex discrimination, stalking, and domestic/dating violence are handled by separate policies and procedures in accordance with federal Title IX standards. See Section 32.)*

### **A. Harassment**

- Harassment is prohibited.
- Harassment also means:
  - conduct that creates an intimidating, hostile or offensive campus, educational and/or work environment for any person or group of people; or,
  - conduct that threatens, intimidates, humiliates or otherwise causes psychological or physical harm to another.
- Harassment includes, but is not limited to, the use of profane or threatening language; prank phone calls; actions, language, gestures, remarks, slurs or jokes that degrade another on the basis of race, ethnicity, religion, gender identity, sexual orientation or membership in a protected class; unwanted physical contact; violations of an ongoing “No Contact” order/sanction; inappropriate or offensive language, gestures, displays or activity of a sexual nature. “Language” as used in this section includes, but is not limited to, the posting of any matter on a social network site or other internet location.

- Students who are victimized by an act of harassment should contact the Office of Student Affairs.

## **B. Discrimination**

- Saint Vincent College will not tolerate acts of discrimination against anyone on the basis of race, ethnicity, religion, gender identity, sexual orientation or membership in a protected class, whether or not those acts constitute “Harassment” as defined above. Any conduct including, but not limited to, speech or the posting of any material on sites available to the public or any portion thereof which is motivated by prejudice against any person on the above bases is prohibited. The full text of the College’s non-discrimination notice is available at [Legal Information | Latrobe, PA | Saint Vincent College \(stvincent.edu\)](#).
- Any individual who is aware of such conduct must report it to the Office of Student Affairs

## **C. Hazing**

- Pennsylvania law prohibits hazing and provides serious penalties for violators. The law also mandates institutional enforcement of anti-hazing policies, requires reports and provides a safe harbor provision.
- Hazing is broadly defined as any form of abusive conduct intentionally or recklessly directed toward an individual in connection with their initiation to or continued affiliation with any organization. A full definition may be found in Title 18 of the Pennsylvania Code, §2802.
- Hazing occurs whether or not the participant engaged in the activity willingly.
- Hazing of any kind is strictly prohibited by Saint Vincent College.
- If you or anyone you know has or is experiencing any form of hazing, you are to contact Saint Vincent’s Office of Public Safety at 724-805-2311 or [publicsafety@stvincent.edu](mailto:publicsafety@stvincent.edu) or use the anonymous Campus Safety Concern Reporting Form found at <https://www.stvincent.edu/student-life/public-safety/campus-safety-concern-reporting-form>

## **D. Other Offensive Behavior**

- Other behaviors not permitted include those which are identified as demeaning, belittling, intolerant, or otherwise offensive.

## **E. Physical Contact/Use of Force**

- Physical contact/use of force against any person will not be tolerated.
- Students and employees of the College are entitled to be free of intimidation and fear of the threat of physical contact or the use of force. This policy includes intimidation where the offender causes apprehension of harm.

## **F. Reporting of Threats and Other Behavioral Concerns**

- Any behavior that causes concern, including threatening remarks or overt acts of physical violence against self or another person(s) or property should be reported immediately to the Office of Public Safety and/or Office of Student Affairs.
- Other behavioral concerns should also be reported to the Office of Public Safety and/or Office of Student Affairs. An online reporting form is available at <http://www.stvincent.edu/student-life/public-safety/campus-safety-concern-reporting-form>
- Any student who, in the judgment of the Dean of Students, is potentially harmful to himself or herself and/or others, or whose behavior is alleged to be criminal and may be considered detrimental to the College community or to the reputation of the College, may be asked to leave the Residence Halls and reside off campus on a temporary or permanent basis. In order to ensure the welfare of the student as well as the entire College community, a student may also be dismissed temporarily or permanently from the College. Re-entry to the residence halls and College will be dependent on whether the individual has been compliant with the medical or other directives required by the Dean of Students in consultation with the Wellness Center staff (if appropriate). Specific documentation from physicians, counselors, and other medical and mental health professionals may be required before admission or re-entry into the residence halls or College.

## **22. Identification Cards**

- Each student will be issued an ID card which should be carried by students at all times and produced at the request of College officials.
- ID cards are validated each semester after the student has received financial clearance.
- Admission to activities and use of facilities of the institution may be denied without the student ID.
- Students should not place stickers on their ID cards or punch holes in them.
- The card is not transferrable to any other person for use. Any misuse by a third party or any alteration, mutilation or fabrication of the card will be considered a violation.



- A fee of \$20.00 is payable to the Office of Public Safety for a replacement ID card if the original card is lost, stolen or damaged.

### **23. Immunization Policy**

- All students must provide proof of immunizations by the end of the first month of the school semester.
- Failure to comply may result in the student's removal from the campus.
- Students must receive two immunizations for Measles/Mumps/Rubella (MMR).
- A TB test is required of all students at high risk for TB as defined by the Centers for Disease Control, i.e. international students from high prevalence countries, persons with compromised immune systems and close contacts of infectious TB cases. It is recommended for all others every two to three years.
- Tetanus/Diphtheria (adult Td) is recommended every 10 years.
- The Meningitis Vaccine is mandatory under Pennsylvania law for students residing on campus. The vaccine may be waived for religious or other reasons according to this law.

### **24. Keys**

- If a student loses a key to an individual room, s/he will be billed \$85.00, or a cost designated by the Facilities Management Office for the replacement of the lock.
- If a student loses a key to an apartment, s/he will be billed \$150.00, or a cost designated by the Facilities Management Office for the replacement of the lock.
- Any key not returned within one week after a student moves from a room or after the end of the semester will be considered lost and the lock will be replaced at the student's expense.
- Unauthorized use of keys is forbidden.

### **25. Meal Plans**

- All residents must be enrolled in a meal plan. Meal plans are also available for commuter students.
- All freshmen are required to choose the 19 or 15 meal plan.
- Meal plan changes may only be made during the first week of the semester.  
Contact the Dean of Students at 724-805-2567 for more information; information on meal plans is also available at <https://mysv.stvincent.edu/StudentServices/DiningServices/Pages/default.aspx>

### **26. Missing Persons**

- All reports of missing or suspected missing resident students should be reported to the Department of Public Safety at 724-805-2311 (off-campus phone) or 2311 (on-campus house phone).
- Resident students should register confidential information with the Office of Residence Life stating who should be contacted in the event the student is determined to be missing for a period of more than 24 hours.
- If a missing student is under 18 years of age and not emancipated, the College will notify a custodial parent.
- In an effort to avoid jurisdictional conflicts when an off-campus, non-campus or commuter student is reported missing to Public Safety, immediate notification will be made to the appropriate jurisdiction. The Department of Public Safety will assist external authorities with these investigations as needed or become primary jurisdiction if requested.

### **27. Parental and Administrative Notification**

- The College recognizes each student as a responsible adult.
- On certain occasions the College may notify parents/guardians and/or College administrators, faculty or coaches concerning a specific incident or situation. These occasions may include but are not limited to violations of the College policy on alcohol and/or other drugs, hospitalization or situations where a student's health or safety may be uncertain.
- Notification will be authorized by the Dean of Students.

### **28. Participation in College Activities**

- The College works to provide various curricular and co-curricular activities that support student development, and all students are invited to participate in campus activities.

- Participation in extracurricular activities is always voluntary and engaging in certain activities comes with inherent risks. The student is ultimately responsible for determining his or her level of comfort and safety when participating in College-sponsored events.
- It should not be assumed that the College is liable for injuries students incur while participating in such events.

## **29. Records and Privacy Rights (Please see complete FERPA information in Appendix B)**

- The Family Educational Rights and Privacy (FERPA) Act of 1974 (The Buckley Amendment) established procedures that govern access to and release of students' records kept by the College. Questions about the access to and release of student records should be directed to the Registrar and/or the Office of Student Affairs.
- Academic transcripts and other correspondence that concern the student's status at Saint Vincent are sent directly to the students. Students and other interested parties entitled to access to the students' records as outlined in the Act will be requested to follow the request procedures established by the College offices involved.
- Because academic transcripts and other correspondence concerning a student's status are forwarded directly to the student, it is strongly advised that parents or others financially responsible for the education of the student anticipate this arrangement by working out a satisfactory agreement between themselves and the student relative to records and correspondence received from Saint Vincent College.
- Access to or release of student records under circumstances other than those provided for in the Act will be permitted by the College with a signed waiver by the student.
- Students' academic records will be maintained in the Registrar's Office and will be kept intact for five (5) years after graduation, withdrawal or dismissal. At the end of the five years the files will be purged of everything with the exception of the academic transcript and essential materials pertaining to it.
- According to FERPA, the Dean of Students or his/her designee cannot discuss the disciplinary record of a student unless the student has signed a written release of those records (an exception may be made in drug and alcohol cases when a student is under 21.) If a student wishes his/her disciplinary record to be discussed in full with a particular party, s/he must submit and sign a letter to the Office of Student Affairs releasing the Dean of Students or his/her designee to discuss the disciplinary record with a particular party. The letter must indicate the specific party (parent, legal guardian, etc.) with whom this record is to be discussed. A letter of release allows the student conduct officer to discuss the entire disciplinary record of the student with the party specified in the letter. In a case where a written notification is sent to a parent/legal guardian regarding an alcohol or drug offense by a student under the age of 21, the student conduct officer may discuss the particular offense committed and the sanctions imposed with the parent/legal guardian.
- Saint Vincent reserves the right to purge disciplinary records from a student's file once a period of seven years has elapsed since the last violation. Students may review their discipline file in the Office of Student Affairs under the supervision of a College official. However, no other party may review that file without the explicit written permission of that student. No portion of that file may be photocopied or removed from the Office of Student Affairs by the student.

## **30. Relationship to the College**

- Students who engage in business ventures on behalf of a club or organization of Saint Vincent College must have the authority or official permission to do so.
- Students will be held personally accountable for any financial arrangements made by the individual student without prior authorization or permission.

## **31. Retaliation**

- The College prohibits any form of retaliation, including but not limited to intimidation, threats, coercion or discrimination, against any individual who has, in good faith, sought advice regarding a complaint, filed a complaint or served as a witness in the investigation and/or proceedings of a complaint.
- Retaliation may be present even where there is a finding of "not responsible" on a reported policy.
- Encouraging others to engage in retaliation is prohibited.

### **32. Sexual Misconduct and Harassment**

- The College does not tolerate any act of sexual harassment, sexual assault or any act that might be considered sexual misconduct by any student, staff or faculty member. The College has adopted a policy in accordance with state and federal laws to deal with these matters. Please see Appendix C.
- The Sexual Harassment and Sexual Misconduct policy and related resources are also available on the Saint Vincent website at <https://www.stvincent.edu/resources/title-ix/index.html>.
- Any questions regarding this policy may be directed to Eileen Flinn, Title IX Coordinator of the College, at 724-805-2897 or via email at [titleix@stvincent.edu](mailto:titleix@stvincent.edu).

### **33. Smoking/Vaping Policy**

- Smoking (including e-cigarettes and vaping) is not permitted: Inside any campus building, Sebastian's Garden, Athletic and intramural fields (consistent with NCAA tobacco rules and regulations) or spectator areas.
- Smoking (including e-cigarettes and vaping) is limited to eight designated areas on campus, as noted on the map at this link: <https://www.stvincent.edu/assets/docs/public-safety/campus%20map%20smoking%20areas.pdf>. The restrictions are intended to help limit the amount of second-hand smoke and to promote the advancement of wellness on our campus. It is incumbent upon the member of the College community to maintain all smoking areas in a responsible and clean manner.
- Smoking cessation support is available; for more information, contact the Wellness Center.

### **34. Solicitation**

- Agents or solicitors (non-students) are not permitted on the campus without written permission from the Office of Student Affairs.
- Any student seeking permission to sell any commodity or act as an agent or representative for a company or organizations must submit such a request in writing to the Office of Student Affairs. Such companies and organizations should be consistent with the Mission of Saint Vincent College.

### **35. Vehicle Information /Parking**

- All vehicles are operated and/or parked on Saint Vincent property at the owner's risk.
- Students, faculty, administrators, and staff members must register their vehicle(s) with the Public Safety Office if they intend to park anywhere on Saint Vincent property.
- Persons registering vehicles in their name are liable for payment of fines for all violations incurred by that vehicle.
- All vehicles shall be duly licensed from the state of origin and maintain a current certificate of inspection (if required by state law).
- Registration of a vehicle does not guarantee a parking space on Saint Vincent property.
- Registration indicia must be removed from vehicles which are no longer in the possession of the registrant and returned to the Office of Public Safety.
- Parking is permitted only in areas where spaces are designated by white striping.
- At times, due to special events or snow removal, properly parked vehicles may need to be moved. The registered operators of the vehicles will be notified. If the registered operator does not move the vehicle and cannot be located, Saint Vincent reserves the right to tow the vehicle at the owner's expense. The vehicle will not be impounded, but, if possible, will be moved to another location on Saint Vincent property. Saint Vincent will not be responsible for any damage to the vehicle.
- A full description of all policies and regulations regarding parking and use of a vehicle on campus is available online or in the Office of Public Safety.



Aurelius Hall



Bonaventure Hall



Gerard Hall



Rooney Hall



Wimmer Hall

## RESIDENCE LIFE PROCEDURES AND POLICES

### 1. Access to Residence Halls

- All residence hall entrances are locked.
- Access may be gained by use of the student's ID card.
- Upper class residents will be able to gain ID card access to all five upper class halls from 10 a.m. to 10 p.m. Sunday through Thursday and 10 a.m. to 8 pm. on Friday and Saturday. All other times, residents in these halls will have ID card access only to their own hall.
- ID card access to Saint Benedict Hall is limited to first year students.
- With the exception of move-in and move-out days, entry to Gerard and Bonaventure Halls is restricted only to the one main front door on a 24/7 basis.
- Freshmen commuters may use their ID card to enter Saint Benedict Hall and utilize common areas.
- Students are limited in the time they may have guests of the opposite sex in their rooms to:
  - Sunday through Thursday 10 a.m. to midnight
  - Friday and Saturday 10 a.m. to 2 a.m.

### 2. Air Conditioners and Other Appliances

- Bonaventure, Gerard and Wimmer Hall residents may use A/C units that meet College guidelines. Air conditioner units must be provided by the student and cannot exceed 5000 BTU, 115 volts, 12" high x 18 ½" wide and 14" deep.
- All air conditioner units must be installed and removed by Facility Management for a \$40.00 fee which will be assessed to the student's bill.
- Residents may use mini refrigerators that meet College guidelines.
- **Permitted in individual student rooms:** Only one Keurig brand single-serve coffee maker (K-Cup) is permitted per room. The coffee maker must be unplugged when not in use. Appliances are subject to removal if any safety issues arise.
- **Permitted in Lounges:** One College-issued microwave is permitted in each lounge. One toaster may be placed in a lounge. The toaster must be unplugged when not in use. The toaster and microwave must be properly maintained. These appliances are subject to removal if any safety issues arise. These appliances must be kept on a table and clear of all other items.
- **Permitted in Rooney Apartment Kitchens:** One College-issued microwave is permitted. One coffee maker and one toaster are permitted. All appliances must be properly maintained. These appliances are subject to removal if any safety issues arise. These appliances must be kept on the kitchen counter and clear of all other items. The coffee maker and toaster must be unplugged when not in use.  
*You are asked to keep plugged in only those appliances that require constant use (refrigerator, clock, etc.) and to alternate other appliances as needed*

- **The following are not permitted** in individual rooms, lounges, apartments or any other location within the residence hall: candles, incense, candle warmers, wallflowers and other electric plug-in air fresheners, space heaters, fog machines, electric kettles, appliances with exposed heating elements/coils (such as hot plates, grilling machines, toaster ovens) or any other small cooking-related appliance.

### 3. Behavioral Concerns

- Any student who, in the judgment of the Dean of Students, is potentially harmful to himself or herself and/or others, or whose behavior is alleged to be criminal and may be considered detrimental to the College community or to the reputation of the College, may be asked to leave the Residence Halls and reside off campus on a temporary or permanent basis. In order to ensure the welfare of the student as well as the entire College community, a student may also be dismissed temporarily or permanently from the College.
- Re-entry to the residence halls and College will be dependent on whether the individual has been compliant with the medical or other directives required by the Dean of Students in consultation with the Wellness Center staff (if appropriate). Specific documentation from physicians, counselors, and other medical and mental health professionals may be required before admission or re-entry into the residence halls or College.
- Anyone who has a concern about troubling behavior on campus should contact the Office of Public Safety or Office of Student Affairs, or complete the online reporting form available at <https://mysv.stvincent.edu/CampusServices/PublicSafety/Pages/default.aspx>

### 4. Changing Rooms

- The Residence Life Office will make every effort to help students resolve conflicts between roommates before granting a room change.
- At the start of the academic year freshmen residents may request a roommate change after October 1<sup>st</sup> and upperclass students may make a request after two weeks.
- The Dean of Students will authorize all room changes.
- If the cost of the room is affected by the room change, the cost will be prorated (weekly) for the remainder of the academic year.

### 5. Check-In/Check-Out

- Students must complete a detailed report of any damages to their rooms at the beginning of their occupancy of an area.
- This report will be kept on file and will be used to check students out at the end of their occupancy.
- If students do not complete the check-out procedures at the end of the year, they cannot dispute charges and will be assessed a fee for inappropriate check-out.

### 7. Consolidation of Rooms

- The College reserves the right to consolidate rooms should the need arise.
- Any student living in a double occupancy room without a roommate and not paying the private room surcharge may not refuse a roommate assigned by the Residence Life Office.

### 8. Damage and Repairs

- Damage and needed repairs in the residence halls can be reported to the Residence Hall Director or Prefect, who will inform the Facilities Management Office (FMO) for repair, or directly to FMO via the MySV Portal under Campus Services and then FMO Work Order.
- Damage elsewhere on campus can be reported to the Office of Student Affairs and/or the Facilities Management Office.

### 9. Disability Accommodations

- Students with special needs should contact the Dean of Students to discuss appropriate housing options.
- Appropriate documentation may be required for review.
- Determination of appropriate accommodations will be made by the Dean of Students in consultation with the student, relevant College staff, and necessary outside resources or specialists.

- Students may be permitted to select one roommate to share their living area.
- Requests must be made two weeks prior to housing selection deadlines.

## **10. Fire Safety and Regulations**

Please refer to Number 19 in the General College Policies and Student Responsibilities section.

## **11. Guests, Limited Access and Visitation**

Saint Vincent College has established guest and visitation policies which reflect our mission, and which promote the safety and respect of all members of our community. Residents and guests are expected to behave in a manner consistent with our Catholic and Benedictine moral teachings.

### Guests

- Saint Vincent College campus and facilities are private property. Guests (non-students or students who do not reside in the host's hall) invited by Saint Vincent students are welcome at Saint Vincent College; however, guests are not permitted during breaks.
- Guests who are minors need to be accompanied by a parent or legal guardian or have prior permission from the Office of Residence Life to visit. Prospective students visiting at the invitation of the Admission Office or Athletic Department of the College may stay overnight upon the completion of required documents permitting an overnight stay.
- Residential students who are also parents may have their children visit for short periods of time with permission from the Office of Residence Life, but children are not permitted to spend the night with their parents in the residence halls.
- Every guest is expected to comply with the regulations of the College.
- Students are responsible for the actions and behavior of their guests and can be held responsible for the activities that occur in their rooms, whether the students were willing participants or knowledgeable about what was occurring.
- Guests may be asked by College officials to leave at any time if and when identified as being in violation of College policy.
- The College reserves the right to refer any non-SVC students who are found under the influence of alcohol to law enforcement authorities for possible arrest or citation. The College further reserves the right to notify the parents of any such person under the age of 21 at the occurrence of such a violation of College policy.
- A maximum of 10 people will be permitted in a residence hall room or apartment at any time due to fire safety regulations.
- When hosting large groups of people, the occupants of the room must be mindful of others in the community and follow all College policies.

### Limited Access

- On Friday and Saturday nights, from 8 p.m. until 2 a.m., all students and guests are expected to enter and exit (except in the case of an emergency, e.g., fire alarm) the residence halls through the designated entrance at which Residence Life staff members are on duty. All other entrances to these buildings will be locked at 8 p.m.
- Students may not prop open or damage/disable security mechanisms.
- Residence Life staff are on duty at the main entrance during Limited Access to sign guests in and out of the buildings.
- Students are required to sign in all guests during the Limited Access time period.
- On the arrival of the guest to the residence hall, the hosting student must report to the lobby to sign in the guest.
- Non-Saint Vincent College student guests will be required to submit photo identification, which will be returned upon signing out.

### Visitation

- The privilege of having a guest does not supersede the rights of the roommate or floor members to be comfortable in his or her own room/living environment.
- Guests of the same sex are always permitted but should be limited to no more than three consecutive days and must be registered with the floor Prefect or Residence Hall Director.

- Excessive visitation as deemed by the Residence Hall Director or violations of the visitation policy will not be tolerated and the guest may be banned or visitation privileges removed.
- Students are limited in the time they may have guests of the opposite sex in their rooms to:
  - Sunday through Thursday 10 a.m. to midnight
  - Friday and Saturday 10 a.m. to 2 a.m.
- Lobbies are 24/7 visiting areas for all residents and guests.
- Residents of Aurelius, Bonaventure, Gerard, Rooney, and Wimmer Halls may visit in floor lounges for quiet study for one hour past visitation hours.
- During Finals Weeks, beginning Sunday evening, floor lounges will be open for quiet study 24/7. Residence Life staff may remove these privileges if problems occur.

## **12. Keys**

- If a student loses a key to an individual room, s/he will be billed \$75.00, or a cost designated by the Facilities Management Office for the replacement of the lock.
- If a student loses a key to an apartment, s/he will be billed \$150.00, or a cost designated by the Facilities Management Office for the replacement of the lock.
- Any key not returned within one week after a student moves from a room or after the end of the semester will be considered lost and the lock will be replaced at the student's expense.
- Unauthorized use of keys is forbidden.

## **13. Laundry**

- Laundry rooms are available in each residence hall.
- Every resident student will be billed \$25.00 each semester for laundry services. Residents have unlimited use of the laundry machines.
- The College does not assume any responsibility for clothing or personal property.

## **14. Leaving Campus**

- Students are asked to inform their Prefect whenever they are leaving campus for an extended period (e.g., overnight, weekends, etc.) so that in case of emergency, the Prefect will be able to contact the students.

## **15. Locked Out of Room**

- Students locked out of their rooms should go to one of the Residence Life staff on duty for assistance.
- As a last resort, students should find a Public Safety Officer and identify themselves by presenting their ID card.
- The Public Safety Officer will verify a student's room before admitting him or her.
- Under no circumstances will the Public Safety Officer or Residence Life staff member open a room for a person other than the occupant of the room.

## **16. Meal Plans**

- All residents must be enrolled in a meal plan. Meal plans are also available for commuter students.
- All freshmen are required to choose the 19 or 15 meal plan.
- Meal plan changes may only be made during the first week of the semester.
- Contact the Office of Student Affairs at 724-805-2567 for more information; information on meal plans is also available at <https://mysv.stvincent.edu/StudentServices/DiningServices/Pages/default.aspx>

## **17. Pets**

- All animals except for non-carnivorous fish are prohibited in the residence hall rooms and common areas.
- Fish are to be kept in aquariums or containers not to exceed ten gallons, one tank per room permitted.
- Facility Management and Residence Life staff will not care for fish during breaks.

## **18. Privacy**

A student's room may not be entered without his or her consent except for the following circumstances:

- For reasons of safety, maintenance, security and policy enforcement (including reasonable suspicion of illegal activities or policy violations), student rooms may be entered and inspected by College Officials (such as: Public Safety, Residence Life staff, Student Affairs administration, etc.) at any time, including College breaks.
- Students are expected to cooperate with College officials by removing items from pockets, purses, backpacks, etc.; opening closets/wardrobes, dressers, refrigerators, etc.; and moving items impeding view of the space as directed by the Residence Hall Director or Public Safety Officer.
- Locked storage areas such as safes, trunks, and similar items must be opened during a search of the room, or the item will be relocated to the Public Safety Office and opened by College Officials.
- Safety hazards will be removed immediately at the student's expense.
- Civil law authorities may search a room only upon presentation of a search warrant or if authorized by College officials.
- Other residents and guests may not enter a student's room without their clear consent.

## **19. Quiet Hours**

- Students are to cooperate with each other and with the Residence Hall Director and Prefects to minimize noise during hours of study and sleep.
- Students are to be considerate of one another 24 hours a day.
- Radios, stereos, TVs, etc., should be kept at a reasonable volume.
- The following times are designated as Quiet Hours:
  - Sunday through Thursday, 9 p.m. until 10 a.m.
  - Friday and Saturday:
    - Saint Benedict Hall freshmen neighborhoods, midnight until 10 a.m.
    - Other Residence Hall areas, 2 a.m. until 10 a.m.
- Additionally, 24-hour quiet hours will be in place in all residence halls during finals week each semester.

## **20. Residence Hall Stewardship**

- Each student is held personally responsible for the cleaning of his or her room. Should a room fail to meet general sanitation and safety standards, the student will receive 24-hour notice to clean the room. Failure to do so will result in the student being billed for cleaning services.
- All trash should be thrown away and/or recycled in appropriate receptacles.
- Residents have shared responsibility for cleaning common areas, including trash, microwaves, floors, etc. A vacuum is available from the Prefect on each floor.
- Furniture in the student rooms is for the private use of the occupants.
- Furniture and appliances in the lounge areas are for common usage and are not to be removed to student rooms or other building areas.
- The furniture provided is purchased to best serve students living in a Residence Hall, including, for example, mattresses which are more easily cleaned and kept sanitary. Except where a student provides documentation to the Office of Residence Life demonstrating the medical necessity of removing or replacing the furniture or bedding supplied in the Residence Halls, no student is permitted to remove or replace any such item.
- Student room furniture cannot be redistributed in Rooney suites or other student rooms so that the number of students sleeping/residing in the rooms exceeds the College's designation of occupancy.
- Waterbeds are not permitted in student rooms.
- Students are held responsible for any College property entrusted to their personal use and will be held responsible for the return of the property and/or any unwarranted deterioration beyond normal wear and tear in the condition of the room or its contents.
- Misuse and/or damage of college property (including furniture, appliances, etc.) will be charged to those responsible.
- When a responsible party cannot be identified, any costs may be prorated to the floor, the residence hall or the campus, depending upon the location of the damage.
- Students will be held responsible for damaging or taking without permission the personal property of others.
- Lofts are defined as any portion of an upper story that is built in a room and are not permitted. If a student has constructed a loft in his or her room, the student will be asked to remove it.



- Walls, ceilings, doors, etc., in the residence hall rooms are not to be altered with nails, drilling, or in any other way.
- Chalk, paint or any other materials may not be used on exposed brick walls.
- Bars or other similar structures are not permitted within residence hall rooms.
- Students may not obscure room doors with furniture, blankets, or tapestries.
- There is to be no painting of rooms.
- The posting of offensive or obscene photographs or posters is prohibited.
- The College is not responsible for loss or damage of personal items.
- Saint Vincent College's insurance policy does not cover personal property in case of accident, theft or fire. It is advisable that students insure their property with an insurance company of their choice.
- Needed repairs or damage in the residence halls can be reported via the student's MySV Portal under Campus Services and FMO Work Order or directly to the Residence Hall Director or Prefect, who will inform the Facilities Management Office for repair. Damage elsewhere on campus can be reported to Student Affairs or Facilities Management.

### **Residency Requirements**

Freshmen under 21 years of age are required to reside on-campus or may live with a parent/legal guardian if within a 50-mile radius of the campus.

- Students from more than 50 miles away may request permission to live with a close adult relative in an established household in the local area.
- No freshman student may live independently in a rented apartment or house.
- Non-traditional students (i.e. over traditional-age, married, etc.) are exempt.
- Requests for exceptions to the freshman residency requirement must be made in writing to the Dean of Students before the start of classes.
- Non-traditional students 25 years of age or older who wish to live on campus must seek and be granted permission to do so by the Dean of Students.
- All residents are required to sign a housing contract for one academic year. A student will not be issued keys to his or her assigned room if a contract is not on file.
- Students enrolled in less than 12 credit hours must receive permission from the Dean of Students to reside in the residence halls.

### **22. Smoking and Vaping in Residence Halls**

- Smoking (including e-cigarettes and vaping) is not permitted in any residence hall.
- Smoking or vaping is limited to eight designated areas on campus. The restrictions are intended to help limit the amount of second-hand smoke and to promote the advancement of wellness on our campus. <https://www.stvincent.edu/assets/docs/public-safety/campus%20map%20smoking%20areas.pdf>
- Smoking cessation support is available; for more information, contact the Wellness Center.

### **23. Sports Equipment**

- Students are not permitted to use sporting equipment inside the residence halls.
- Equipment such as balls may not be bounced, thrown, rolled, etc. inside the residence halls.
- Equipment, including bags, footwear, padding, etc., must be properly stored in student rooms, not in lounges or hallways.
- Spiked, cleated shoes or rollerblades must be removed before entering the residence halls or the cafeteria as they can cause extensive damage to rugs and floors.

### **24. Storage**

- No personal belongings or furnishings from a residence hall room are to be stored in Saint Vincent College buildings without written permission from the Dean of Students.
- If exceptions are made, belongings will be stored at the student's risk.

### **25. Telephone Service**

- Students in all residence halls may bring their own landline phone; two phone jacks are provided in each student room.
- A separate phone extension is provided for each student.
- Students having difficulties with their phone should dial x2222 or 724-805-2222.

- A voice mail box is associated with each telephone extension. Students are encouraged to set up their voice mailbox to receive messages from faculty, administrators and other students.
- Local and long distance service is provided by an independent company selected by the College.
- Students may either use a calling card to make calls or establish an account with the service carrier. Students will receive a phone bill directly from the carrier and are responsible for making all payments.
- Any change to a student's home or other permanent address, phone numbers (including cell phone numbers) or any other necessary contact information should be promptly reported to the Registrar's Office.

## **26. Unauthorized Persons**

- The presence of unauthorized persons anywhere on the campus should be reported to the Office of Public Safety and the Office of Student Affairs.
- The Dean of Students and/or the Director of Public Safety (or their designee) may ban persons from campus if it is considered to be in the best interest of the College.

## **27. Vacation and Break Periods**

- Students requesting to remain on campus during break periods should contact the Office of Residence Life at least one week before the break begins.
- The Dean of Students or designee will grant permission on a case-by-case basis and discuss charges with the student.
- Any student staying and not registering will be charged \$15.00 per day for each day of the entire vacation.
- During the summer and vacation periods, there may be special regulations that students must follow if they wish to live in the residence halls.
- Students may not remain in College housing after graduation.

## **28. Window Usage**

- Throwing objects from windows is prohibited.
- Screens are not to be removed from their installed position. Damaged or missing screens should be reported to the Residence Life staff immediately.
- Students should close and lock the windows when leaving for a weekend or vacation.

# STUDENT CONDUCT PROCESS

The Office of Student Conduct, serving within the context of the Catholic and Benedictine heritage of Saint Vincent College, is committed to fostering a safe and welcoming community that promotes mutual trust and respect, safety and accountability. It is the goal that all parties involved learn and develop through their interactions with the Office of Student Conduct.

*Please Note: Due to the COVID-19, pre-hearings, hearings and related meetings may be held virtually.*

## REPORTING INCIDENTS/HEARING PROCESS

**The following process will be utilized for all incidents not covered by the College's Sexual Harassment and Sexual Misconduct Policy. See Appendix C for more information regarding that policy.**

### 1. Incident Report

- Anyone can report an incident if there is reason to believe a policy has been violated.
- In general, all persons present when a violation of policy occurs are alleged to be in violation of the policy (e.g., visitation, alcohol, and noise policies).
- Incident reports are submitted to the Office of Student Conduct.

### 2. Summons

- Written notification of specific charges will be delivered to the Accused Student either personally by a College administrator or a Residence Life staff member, or via the U.S. Mail, or via the student's official Saint Vincent email address.
- When the letters are hand-delivered, Accused Students sign a form to verify that they have received a student conduct summons.
- Acknowledgment of student conduct summons in any form does not indicate admission of responsibility.
- When possible, summons letters will be delivered within 72 hours of the reported violation.
- For more severe charges resulting in possible removal from the residence halls or College, an Accused Student will receive 72 hours advance notice of a hearing unless circumstances require shorter notice.
- Where an Accused Student was under the age of 21 at the time of the incident and has been found in violation of the alcohol or drug policies of the College, the College reserves the right to notify the parents of that student of the violation and the sanctions imposed. Notice of such violations will be sent to the parents of Accused Students who were over 21 years of age at the time of the incident only if the Accused Student has authorized release of such information under FERPA.

### 3. Student Conduct Pre-Hearings

- A pre-hearing may be scheduled when the alleged conduct is very serious. A pre-hearing is conducted at the request of the accused or the Office of Student Conduct.
  - The purpose of the pre-hearing is to review the charges and the disciplinary procedures. The pre-hearing is not intended to review the content or the merits of the case but merely the procedural aspects of the student conduct process.
  - If the Accused Student does not contact the Office of Student Conduct within 48 hours of notification, then a pre-hearing will not be set. It is not necessary to conduct a pre-hearing in order to have a hearing.
- Parents and attorneys may meet with an administrator from the Office of Student Conduct prior to the hearing or after the hearing.

### 4. Student Conduct Hearings

- Accused Students are expected to either (1) attend the scheduled disciplinary hearing, or (2) in certain situations which will be communicated in writing to the student, to admit responsibility and communicate that decision to the Office of Student Conduct. In those situations, the hearing will be waived, with the understanding that Accused Students will accept the resulting sanction(s) and waive the right to appeal.

- It is within the discretion of the Office of Student Conduct to accept an Accused Student's admission of responsibility and request for a waiver of the hearing. If the request to waive a hearing is accepted, the student conduct officer will determine and communicate details for completing sanctions.
- **Failure to either (1) attend the scheduled disciplinary hearing or (2) to provide an admission of responsibility when that opportunity is presented will result in a decision without the benefit of the Accused Student's testimony. In such cases, the Accused Student waives his/her right to review or appeal the decision.**
- Neither parents/legal guardians nor legal counsel may be present at a student conduct hearing, unless serving in the role as an advisor.
- Parents and attorneys may meet with an administrator from the Office of Student Conduct prior to the hearing or after the hearing.
- The College keeps outcomes of conduct hearings confidential except when the law requires specific disclosure.
- The rules of evidence in a court of law do not apply to a student conduct hearing.
- Responsibility is established based on the preponderance of evidence. A preponderance of evidence has been described as just enough evidence to make it more likely than not that a fact is true.
- The Complainant and the Accused Student have the right to be assisted by an advisor of their choice, at their own expense. The advisor may not be an attorney, except in hearings held before the Committee on the Code of the College. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for any meetings or proceedings. Delays are not normally allowed due to the scheduling conflicts of an advisor.

## 5. Student Conduct Administrators

- The Student Conduct Administrator is not bound to the standards of criminal or civil courts of law.
- A student conduct hearing is conducted either by an individual Student Conduct Administrator (such as but not limited to Director, Residence Hall Director, Student Conduct Hearing Officer, or Dean of Students) or a panel, depending on the offense, and/or the record of the individual(s) involved, at the discretion of the Office of Student Conduct or the Office of Student Affairs.
- Cases may also be heard by the Committee on the Code of the College, which is summoned at the prerogative of the Dean of Students.

## 6. Committee on the Code of the College

- The Dean of Students has the option of summoning the Committee on the Code of the College to hear a case, to consider an appeal and/or to render recommendations for sanctions.
- If the Dean of Students calls the Committee on the Code of the College to render recommendations for sanctions, the Committee's decisions will be presented to the Dean of Students. The Dean of Students may decide to apply the recommended sanctions or may amend them and will then communicate the decision to the Student.
- If the Dean of Students calls the Committee on the Code to serve as a hearing body, their decision is communicated to the Student by the Dean of Students or by the Chair of the Committee on the Code, and any appeal may be made to the Executive Vice President in writing within five business days of the date on the sanction letter.
- In cases of appeals, the Committee may maintain the sanction levied or may overturn or recommend amending the original sanction.
- The membership of this Committee is appointed to serve by the Dean of Students and includes:
  - A member of the faculty who serves as Chair of this Committee
  - A Residence Hall Director
  - A Prefect
  - A member of the Administration
  - A member of Student Government Association, appointed in consultation with SGA President
- In cases where a member of the Committee cannot hear the case or the appeal due to a conflict of interest, the Dean of Students will appoint another member for the particular hearing.
- The Dean of Students will provide training on conducting a fair and impartial hearing.

- The Dean of Students may remove a member from the Committee with the consultation of the Chair.

#### **7. Actions Pending Hearing**

- The Dean of Students may place a student on probation, may suspend a student from the residence halls or from the campus, or may place other expectations upon the student pending the resolution of a disciplinary hearing.
- Such actions pending a hearing do not assume responsibility before the fact but rather are meant to protect all parties in a dispute until a formal decision is made regarding the case.
- The decision to take such action pending a hearing is not subject to appeal and can be made only by the Dean of Students.

#### **8. Hearing Outcomes/Sanction Letters**

- Written notification of hearing outcomes will be delivered to students via campus mail, the student's official Saint Vincent email address, or U.S. Mail.
- Sanction letters may at times be copied to parents/guardians and or College administrators, faculty or coaches.
- For more severe charges resulting in probation, suspension or dismissal from the residence halls or College, students may be asked to pick up sanction letters in person and sign upon receipt.
- Students who have questions about the student conduct process may contact the Office of Student Conduct for assistance.

## SANCTIONS

When it has been determined that a student was involved in violating a policy, a sanction or combination of sanctions is imposed. Sanctions give students an opportunity to grow, to become a better member of the community, and to be held accountable for their actions. Repeat offenders and/or students who fail to comply with sanctions levied for violations of College policy may also receive additional sanctions and/or loss of privileges. At the end of the academic year or upon graduation, any unfulfilled sanction obligations will be converted to monetary fines determined by the Office of Student Conduct.

### **Sanctions and Disciplinary Status**

The Student Conduct Officer or Committee on the Code of the College determines and issues sanctions, giving consideration to the following:

- The seriousness/severity of the incident
- The student's understanding of his or her responsibility/involvement
- The rights of others in the community
- The disciplinary record of the person(s) involved
- Any special/mitigating circumstances

Sanctions imposed for violating the College's Code of Conduct include but are not limited to the following:

### **Minimum Sanctions Related to Consumption/Possession of Alcohol by a Person Under 21**

(Other alcohol violations such as selling alcohol, distributing alcohol to minors, or public intoxication are subject to sanctions as determined by a student conduct officer; see *Other Possible Sanctions*.)

#### **a. First Offense**

- A fine of \$100.00 and/or community service, as determined by the student conduct officer.
- A letter will be sent to the student and a copy may also be sent to their parents or legal guardians informing them of the violation and penalty, as well as the penalty for a second and third offense.
- Completion of alcohol education program.

#### **b. Second Offense**

- A fine of \$200.00.
- A letter will be sent to the student and a copy may also be sent to their parents or legal guardians informing them of the violation and penalty, as well as the penalty for a third offense.
- Completion of advanced alcohol education program.
- If second offense is committed within one year of the first offense, student will be placed on residence hall and College probation.

#### **c. Third Offense**

- A fine of \$300.00.
- A letter will be sent to the student and a copy may also be sent to the parents or legal guardian informing them of the violation and the penalty.
- Completion of a comprehensive alcohol assessment and treatment program.
- If the third offense is within one year of the first offense, student may be suspended from the College for a minimum of one semester.

### **Minimum Sanctions Related to Consumption/Possession of Marijuana**

(Other drug violations are subject to sanctions as determined by a student conduct officer; see *Other Possible Sanctions*. In compliance with the Drug-Free Schools and Communities Act, all drugs which are illegal under federal law, including medical marijuana, are not permitted on campus.)

#### **a. First Offense**

- Deferred suspension and permission to continue classes pending completion of a substance abuse assessment and any proscribed treatment.

- A fine of \$200.00 and/or community service, as determined by the student conduct officer.
- A letter will be sent to the student and a copy may also be sent to their parents or legal guardians informing them of the violation and penalty, as well as the penalty for a second and third offense.
- Possible restriction from serving as a College representative (i.e., athletics, study abroad, etc.)

**b. Second Offense**

- Student may be placed on immediate suspension.
- Temporary or permanent removal from residence halls.
- A letter will be sent to the student and a copy may also be sent to their parents or legal guardians informing them of the violation and penalty, as well as the penalty for a third offense.
- Student may request to return pending completion of a substance abuse assessment and any proscribed treatment. Upon return, other restrictions may apply, including limited College representation, drug testing, counseling, etc.

**c. Third Offense**

- Extended suspension or expulsion.

**Minimum Sanctions Related to Selling/Distribution of Illegal Drugs or Alcohol to a Person Under 21**

The sale or distribution of controlled substances or the distribution of alcohol to anyone under the age of 21 are considered serious violations which will result in severe sanctions up to and including expulsion from the institution.

**OTHER POSSIBLE SANCTIONS**

**1. Disciplinary Warning**

- The student is given written warning that further misconduct will result in more severe disciplinary action.

**2. Educational/Developmental**

- The student is required to attend a program or counseling sessions; complete an online course; write an apology, paper or report; meet with a College official; and/or design a poster or bulletin board or other related activities.

**3. Service Hours**

- The student is required to participate in a prescribed number of service hours with the Saint Vincent College or general community.
- The type of work, service location and number of hours depend on the violation.
- The student conduct officer has the discretion to assign service hours in lieu of fines.

**4. Restitution**

- The student is required to make payment to the College, or to persons or groups, for damages incurred.
- The amount of the damages will be billed directly to the student's account.

**5. Fines**

- Fines are assessed for various infractions and will be placed directly on the student's business account.
- The student conduct officer has the discretion to assign fines in lieu of service hours.

**6. Relocation**

- The student may be required to move to another room, floor or residence hall.

**7. Loss/Limitation of Privileges**

- The student will lose residence hall and/or College privileges for a temporary or permanent period of time (e.g., loss of visitation privileges, loss of privilege to attend campus student activities, loss of privilege to participate on an athletic team, loss of lottery status for residence hall placement for the

following year, being barred from residing in or entering a particular residence hall for a period of time, etc.).

#### **8. No Contact**

- The student will be prevented from addressing or communicating with particular parties and/or individuals.

#### **9. Residence Hall Probation**

- The student will be placed on Residence Hall Probation; if found responsible for another residential or College violation, then the student may be removed from the Residence Halls either for a period of time (suspension) or permanently (expulsion).

#### **10. College Probation**

- The student will be placed on College Probation; if found responsible for another residential or College violation, then the student may be removed from the College either for a period of time (suspension) or permanently (expulsion).
- While on College Probation a student may not represent the College in any public way without written consent from the Office of Student Affairs.
- A student may also be banned from the residence halls while on College Probation.

#### **11. Class Only Probation**

- The student will be placed on Class Only Probation, if found responsible for another College violation, the student may then be removed from the College either for a period of time (suspension) or permanently (expulsion).
- While on Class Only Probation a student may not represent the College in any public way without approval from the Dean of Students.
- A student on Class Only Probation may be present on campus only to attend class. Other campus presence and involvement must be approved by the Dean of Students.

#### **12. Dismissal from the Residence Halls**

- The student is dismissed from the residence halls and must leave the residence halls within the period of time designated.
- The student may apply to the Dean of Students to re-enter the residence halls after the period of dismissal has expired.
- Dismissal from the residence halls automatically bans the student from entering the residence halls.
- Any entrance to or attempt to enter the residence halls after dismissal will be viewed as trespassing and charges may be pressed against the individual.
- Students dismissed from the residence halls are not entitled to any refund for room and board.

#### **13. Dismissal from the College**

- The student is dismissed from the College either for a period of time (suspension) or permanently (expulsion).
- Suspension requires that if the student wishes to return to the College after the period of suspension, then s/he must articulate in writing to the Dean of Students the student's intent to return and why the request should be granted.
- Dismissal from the College will also result in being banned from campus either for the period of suspension or permanently in the case of expulsion.
- Cases of expulsion result in permanent separation from the College.
- Suspended or expelled students are not entitled to any refunds from the College.

#### **14. Revocation of Admission or Degree**

- Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.



- Withholding Degree – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
- Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree may be expunged from the student's confidential record seven (7) years after final disposition of the case unless the matter regarding the sanction is the subject of ongoing or anticipated civil or criminal litigation.

**Students who fail to comply with hearing outcomes may face additional sanctions.**

## APPEALS PROCESS

1. All decisions or sanctions may be appealed by Accused Students to the appropriate Appellate Student Conduct Administrator (as listed in the next section) within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Appellate Student Conduct Administrator or his or her designee. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether jurisdiction as established in the Student Code was properly asserted.
  - b. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated and giving the Accused Student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - c. To determine whether the decision reached regarding the Accused Student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred more likely than not (preponderance of the evidence test).
  - d. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - e. To consider new evidence sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
2. The Appellate Student Conduct Administrator, as applicable, shall respond to the appeal, and deliver his/her decision within thirty (30) days of his/her receipt of such appeal, except where adherence to such time period would be impracticable, in which case such time period shall be extended as warranted by the particular circumstances.
3. If an appeal is upheld by the Appellate Student Conduct Administrator, the matter shall be remanded to the original Student Conduct Board or Student Code Administrator for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld by the Appellate Student Conduct Administrator, as applicable, the matter shall be considered final and binding upon all involved.
4. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Appellate Student Conduct Administrator, as applicable, may not result in more severe sanction(s) for the Accused Student.

### **Appellate Student Conduct Administrators**

The following information details the usual assignment of Appellate Student Conduct Administrators, but a different Appellate Student Conduct Administrator may be appointed at the discretion of the Dean of Students. Appeals are to be made in writing to the Appellate Student Conduct Administrator within five business days of the date on the sanction letter.

- If the student conduct administrator for the case is a Residence Hall Director or other Student Conduct administrator, the appeal may be made to the Associate Director of Residence Life and Student Conduct.
- If the student conduct administrator for the case is the Associate Director of Residence Life and Student Conduct, then the appeal may be made to the Dean of Students.
- The Dean of Students has the option of summoning the Committee on the Code of the College to hear a case, to consider an appeal and/or to render recommendations for sanctions.
- If the Dean of Students calls the Committee on the Code of the College to render recommendations for sanctions, the Committee's decisions will be presented to the Dean of Students. The Dean of Students may decide to apply the recommended sanctions or may amend them and will then communicate the decision to the student.
- If the Dean of Students calls the Committee on the Code to serve as an initial hearing body, their decision is communicated to the student by the Dean of Students or the Committee Chair, and any appeal may be made to the Executive Vice President.
- If the student conduct administrator for the case is the Dean of Students, then the appeal may be made to the Executive Vice President.
- There are no further avenues for appeals beyond the Executive Vice President, whose decision is binding upon the student.

# Undergraduate Academic Calendar 2023-2024

SAINT VINCENT COLLEGE

## **Fall Semester 2023**

August 28: Final registration and adjustments; Classes begin  
September 4: Labor Day; no classes  
September 5: Last day for adding courses  
September 11: Last day for withdrawal without permanent record and last day of 95% refund  
September 12 – November 17: Withdrawals receive “W”  
September 15: Graduation Applications for December 2023 due  
September 22: Last day to change to P/F designation; last day to change to Audit  
September 26: Last day to withdraw for a 40% refund after this date, no refund  
September 28: Spring & Summer 2023 incomplete grades not changed become “F”  
September 29: Last day to add internship credit for Fall semester  
October 11: Early performance grades due at noon  
October 16 and 17: Extended weekend for undergraduates begins after last class on October 13  
October 17: Graduate Fall Term “GC2” courses begin  
October 18: Classes resume  
November 1, 2, 3, 6, and 7: Registration for Spring Semester 2024  
November 15: Graduation Applications for May 2024 and August 2024 due  
November 16: Founders’ Day (classes canceled 3:30pm – 7pm)  
November 20: Withdrawals receive a WF  
November 22 – November 26: Thanksgiving vacation begins after last class on November 21  
November 27: Classes resume  
December 8: Last day of class  
December 9 and 10: Reading Days  
December 11 - 14: Final examinations  
December 14: Graduating senior grades due at noon  
December 16: December Commencement  
December 18: Winter Session begins  
December 19: Final grades are due at noon

## **Spring Semester 2024**

January 14: Students return  
January 15: Final registration and adjustments; Classes begin  
January 22: Last day for adding courses  
January 29: Last day for withdrawal without permanent record and last day of 95% refund  
January 30 – April 12: Withdrawals receive “W”  
February 9: Last day to change to P/F designation; last day to change to Audit  
February 13: Last day to withdraw for a 40% refund after this date, no refund  
February 14: Last day to add internship credit for Spring semester  
February 15: Fall 2023 incomplete grades not changed become “F”  
February 28: Early performance grades due at noon  
March 2 – March 10: Spring break for undergraduates; begins after last class on March 1  
March 11: Classes resume, Graduate Spring Term “GC2” course begin  
March 28 – April 1: Easter Vacation begins after last class on March 27  
April 2: Classes resume  
April 10, 11, 12, 15, and 16: Registration for Fall Semester 2024  
April 15: Withdrawals receive a WF  
April 24: Honors Convocation and Academic Conference (classes cancelled from 11:30-7:00)  
May 3: Last day of class  
May 4 and 5: Reading Days  
May 6 - 9: Final examinations  
May 9: Graduating senior grades are due at noon  
May 11: Commencement  
May 14: Final grades are due at noon  
May 20: Summer Session begins

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John T. Delaney, PhD  
Vice President for Academic Affairs, Saint Vincent College

\*Students enrolled in courses at Seton Hill University under the cross-registration agreement should obtain a calendar from SHU with the applicable dates.

## CAMPUS RESOURCES

**Academic and Disability Support Services, Headmasters Hall 724-805-2062**

<http://www.stvincent.edu/academics/academic-support>

**Activities Programming Board (APB), Carey Student Center 724-805-2728**

<https://mysv.stvincent.edu/StudentLife/ActivitiesProgrammingBoard/Pages/default.aspx>

**Admissions, Alfred Hall 724-805-2500**

[www.stvincent.edu/admission/](http://www.stvincent.edu/admission/)

**Assistant Vice President for Student Success and Retention, Alfred Hall 724-805-2255**

<http://www.stvincent.edu/academicsupport/>

**Athletics Office, Carey Student Center 724-805-2111**

<http://athletics.stvincent.edu/>

**Book Center, Carey Student Center 724-805-2423**

<http://bookstore.stvincent.edu/>

**Business Office, Alfred Hall 724-805-2248**

<https://mysv.stvincent.edu/financialservices/businessoffice/>

**Campus Life, Carey Student Center 724-805-2817**

<https://mysv.stvincent.edu/StudentLife/Pages/default.aspx>

<https://mysv.stvincent.edu/StudentLife/ClubsOrganizations/Pages/default.aspx>

**Campus Ministry, Saint Scholastica Hall 724-805-2350**

<http://www.stvincent.edu/cm>

<https://mysv.stvincent.edu/StudentLife/CampusMinistry/Pages/default.aspx>

**Campus Recreation, Saint Scholastica Hall 724-805-2976**

<https://mysv.stvincent.edu/StudentLife/ClubsOrganizations/Pages/default.aspx>

**Career Center, Carey Student Center 724-805-2070**

[www.stvincent.edu/careers](http://www.stvincent.edu/careers)

<https://mysv.stvincent.edu/StudentServices/CareerCenter/Pages/default.aspx>

**Dean of Students, Alfred Hall 724-805-2567**

<http://www.stvincent.edu/student-life>

**Event & Conference Services, Rogers Center 724-805-2225**

[www.stvincent.edu/events](http://www.stvincent.edu/events)

<https://mysv.stvincent.edu/CampusServices/EventsConferenceServices/Pages/Events%20and%20Conference%20Services.aspx>

**Facilities Management, Alfred Hall 724-805-4555**

**Financial Aid, Alfred Hall 724-805-2500**

[http://www.stvincent.edu/Costs\\_and\\_Financial\\_Aid/](http://www.stvincent.edu/Costs_and_Financial_Aid/)

<https://mysv.stvincent.edu/FinancialServices/Pages/default.aspx>

**Fire Department, Alfred Hall 724-805-2311 (for emergencies call 911)**

**Information Technology, Alfred Hall 724-805-2382**

<https://mysv.stvincent.edu/CampusServices/InformationTechnology/Pages/default.aspx>

**Multicultural Student Life, Carey Student Center 724-805-2415**

<http://www.stvincent.edu/multicultural>

**Opportunity/Act 101, Placid Hall Annex 724-805-2255**  
<https://mysv.stvincent.edu/Academics/Opportunity/Pages/default.aspx>

**Orientation Office, Carey Student Center 724-805-2817**  
[www.stvincent.edu/orientation](http://www.stvincent.edu/orientation)  
<https://mysv.stvincent.edu/StudentLife/Orientation/Pages/orientation.aspx>

**Parkhurst Dining Service, Placid Hall 724-537-4598**  
[www.stvincent.edu/dining](http://www.stvincent.edu/dining)  
<https://mysv.stvincent.edu/StudentServices/DiningServices/Pages/default.aspx>

**Post Office, Headmasters Hall 724-805-2127**

**Prevention Projects 724-805-2050**  
[www.stvincent.edu/prevention](http://www.stvincent.edu/prevention)

**Public Safety, Ground Floor, Alfred Hall 724-805-2311**  
[www.stvincent.edu/public\\_safety](http://www.stvincent.edu/public_safety)  
<https://mysv.stvincent.edu/campuservices/publicsafety/>

**Registrar Office, Alfred Hall 724-805-2720**  
[www.stvincent.edu/registrar](http://www.stvincent.edu/registrar)  
<https://mysv.stvincent.edu/Academics/RegistrationRecords/Pages/default.aspx>

**Residence Life, Alfred Hall 724-805-2567**  
[www.stvincent.edu/reslife/](http://www.stvincent.edu/reslife/)  
<https://mysv.stvincent.edu/StudentServices/ResidenceLife/Pages/default.aspx>

**Service Learning and Community Service, Alfred Hall 724-805-2758**  
[www.stvincent.edu/service-learning](http://www.stvincent.edu/service-learning)  
<https://mysv.stvincent.edu/StudentLife/ServiceLearning/Pages/default.aspx>

**Sexual Misconduct and Title IX, Alfred Hall 724-805-2897**  
<https://www.stvincent.edu/student-life/title-ix>

**Student Affairs, Alfred Hall 724-805-2567**  
<http://www.stvincent.edu/student-life>

**Student Conduct, Carey Student Center 724-805-2176**

**Student Government Association (SGA), Carey Student Center 724-805-2539**  
[www.stvincent.edu/sga](http://www.stvincent.edu/sga)  
<https://mysv.stvincent.edu/StudentLife/StudentGovernmentAssociation/Pages/default.aspx>

**Study Abroad, Headmasters Hall 724-805-2828**  
[www.stvincent.edu/studyabroad](http://www.stvincent.edu/studyabroad)  
<https://mysv.stvincent.edu/Academics/StudyAbroad/Pages/default.aspx>

**SVC Lost and Found, Public Safety, Alfred Hall 724-805-2311**  
<https://mysv.stvincent.edu/CampusServices/LostFound/Pages/default.aspx>

**Wellness Center, Carey Student Center 724-805-2115**  
<http://www.stvincent.edu/student-life/health-and-wellness>  
<https://mysv.stvincent.edu/StudentServices/WellnessCenter/Pages/default.aspx>

## COMMUNITY RESOURCES

### Transportation and Travel

Amtrak (train)	800-872-7245
Greyhound Bus Terminal (Monroeville)	412-856-3080
Greyhound Bus	800-231-2222
Majesty Limousine (Munhall)	412-462-4858
Mountain View Tour ways (bus)	724-537-5940
Veterans Cab Co. Inc. (Latrobe)	724-537-7708
Westmoreland County Transit Authority ( <a href="http://www.westmorelandtransit.com/">http://www.westmorelandtransit.com/</a> )	724-834-9282

### Medical

Alcoholics Anonymous (AA)	724-836-1404
Blackburn Center Against Domestic & Sexual Violence (24-hour hotline)	888-832-2272
Comprehensive Substance Abuse Services of SW PA	724-832-5880
Dr. Aldo Prospero	724-804-1725
Dr. Donald Jakubek	724-537-0733
Gateway Outpatient Treatment	724-853-7300
Greater Pittsburgh Al-Anon	800-628-8920
Latrobe Area Hospital (emergency)	724-537-1187
MedExpress (Latrobe)	724-537-5064
Behavioral Health	724-532-1700
SpiritLife Recovery Center, Penn Run	724-465-2165

### Public Safety

Greensburg Police	724-834-3800
Latrobe Police	724-537-5526
State Police	724-832-3288

# APPENDIX A

## Information Technology Acceptable Use Policy

### I. Applicability

- The following is an articulation of the policies and procedures the Information Technology Department will employ in dealing with issues regarding the acceptable use of informational technology on the Saint Vincent campus.
- This articulation applies to all members of the Saint Vincent community (employees and administrators of the College, Seminary, Archabbey and Parish, and students of the College and Seminary).
- With respect to members of the Saint Vincent College Faculty, this document is not meant to conflict with, alter or modify in any way the policies and procedures set forth in Section 3.4.2 (Computer Usage) of the Faculty Handbook. To the extent that there is any perceived inconsistency between Section 3.4.2 and this document, the provisions of Section 3.4.2 prevail with respect to any matter dealing with a member of the College Faculty.

### II. General Principles

- Electronic resources, including computer email, network servers/storage, web pages and Internet access that are provided to the members of the Saint Vincent Community are provided by Saint Vincent solely for the use of these members in carrying out the mission and purpose of the institution.
- These resources are and remain at all times the sole property of Saint Vincent. Because these resources constitute a powerful tool in the hands of a user, Saint Vincent is obligated to ensure that they are used only for the proper purposes for which they have been provided. While Saint Vincent recognizes the value of privacy within this institution, and the related principles of academic freedom as they relate to members of the faculty, and will honor those ideals, there should be no expectation of privacy of information stored or sent through IT resources owned by Saint Vincent.

### III. Account Access and Management

- Access to the computer resources on the Saint Vincent network must be approved by the Information Technology Department which will assign accounts to individuals. An individual account may not be used by a person other than the one to whom it has been assigned. No one may attempt to gain unauthorized access to the account or files of another user.
- The accounts of employees of Saint Vincent will be closed immediately upon their separation from employment unless arrangements are made with the employee's supervisor to permit access for an additional brief period. The accounts of graduates will remain active as long as the account is actively continued in use. An account which has been inactive for a period of approximately 12 months will be deleted. Students who leave Saint Vincent other than by graduation will have their accounts remain active for a period of time not to exceed 30 days after their last semester and will then be deleted.

### IV. Internet Use and Management

- The electronic resources provided by Saint Vincent are to be used solely for the purpose of carrying out the mission and purpose of Saint Vincent. Any use of the account provided by Saint Vincent and/or the electronic resources otherwise made available that is contrary to the mission and purpose of the institution is strictly prohibited.
- Users of the account and electronic resources of the Saint Vincent network ["users"] are reminded that they must comply with all state, federal and local laws, and the policies promulgated by Saint Vincent as articulated in the various Handbooks and otherwise.
- Users may not use these resources for personal business ventures, commercial development, political endeavors or other wholly personal uses that are not consistent with the mission and purpose of the institution. Incidental and occasional personal use of email and electronic resources is permitted as long as it does not otherwise violate federal, state or local laws, or policies of the institution, otherwise significantly detract from the mission and purpose of the institution, increase security risks to the network or negatively impact the performance of the system on campus.
- No user may upload or copy any files or programs that are designed to hinder, damage or disrupt the Saint Vincent computer resources.

- Users are responsible for adherence to federal copyright laws. Saint Vincent will fully comply with any investigation of copyright violations brought to its attention.
- Users are advised that most of the software available through the Saint Vincent network is protected by licensing agreements and that no individual may copy or distribute such materials to unlicensed users.

## **V. Enforcement**

- The Saint Vincent community is advised that Saint Vincent, as the owner of the electronic resources it otherwise provides to its members, reserves the right to track and analyze network traffic for routine administrative purposes to ensure the proper functioning of the network.
- Additionally, Saint Vincent reserves the right to track and analyze network traffic, email messages and attachments, Internet sites visited, electronic files and data to ensure that they are being used solely for the purposes for which they have been provided. Tracking of this nature will be approved in advance by the Archabbot and either the President of the College, the Rector of the Seminary or the Prior of the Archabbey, depending upon the location of the computer to be monitored. Notice of the analysis and tracking will be given to the individual affected when feasible.

## **VI. Disciplinary Action**

- Any violation of the policies and procedures set forth herein will be immediately referred for possible disciplinary action to the supervisor having jurisdiction over the alleged offender. The Information Technology Department will provide technical support in determining whether such an offense has taken place.
- Disciplinary actions will proceed in the manner prescribed by the Handbook and policies of the relevant segment of the community in which the violation took place. In addition to any other discipline that may be imposed for a proven violation, the individual violator may be denied or severely limited in their further access to the electronic resources of the institution.

## **VII. Service Management**

- Requests for service, training, reporting problems, etc., should be handled by calling the IT Service Desk at (724) 805-2297, stopping by the IT Service Desk on the ground floor of Alfred Hall, or by email to [servicedesk@stvincent.edu](mailto:servicedesk@stvincent.edu). Each request will be logged through the IT Service Request database to insure a proper response.
- Users must note that when a Saint Vincent device is being serviced or replaced by the IT Service Desk, non-Saint Vincent related software could be removed unless specific to the proper needs of the department. Favorites, Instant Messaging software, Web software, Music, Videos, etc., may fall into this category.
- When personally-owned devices are being serviced, the IT Department will make a best effort attempt to troubleshoot these devices for users, but users must sign a Liability Waiver releasing the Information Technology Department and Saint Vincent for liability for any loss of software, files or data that may occur during the repair or reconfiguration of these devices.
- All users should be aware that the maintenance of electronic devices by the IT Department may require department personnel to have access to the files of said devices. Any user-specific service conducted by the IT staff outside of the Service Desk area (in a user's office or work space) will be conducted in the presence of the user or their designee. If questionable material is discovered during any such service, IT personnel will immediately advise the CIO who will thereafter refer the findings to other appropriate supervisory officials of Saint Vincent.
- Users must recognize that network service may be intentionally interrupted from time to time for maintenance purposes. Every effort will be made to have all planned interruptions occur during non-peak hours, with sufficient notice provided to all users affected by the outage. However, service may have to be interrupted during peak hours if warranted, and IT will make every effort to give adequate notification if at all possible.
- Because of a limited amount of disk space available on the network, from time to time restrictions/quotas may be placed on how much material individuals may store on the system. Requests for additional disk space or instruction on other methods for archiving data can be made by submitting an IT Service Request via email or by calling the IT Service Desk.



- To reduce security risk, “personally” owned laptops, MacBook’s, etc. are not to be connected to the network jacks via a patch cable in the classrooms, computer labs, or offices, unless it is under the direction of the IT Department. Mobile devices should only use the wireless network provided by the College or the 3rd party Resnet provider. Laptops and other mobile devices that are “property of the College” should be connected by patch cable to the network jack if at all possible when the device is in an office or classroom and a network jack is available because it allows for more efficient processing and better security. However, if wireless is the only feasible option, College owned devices should connect to the SVC wireless network (not the guest option), which requires an ID and password. Connecting via a network jack or SVC network wireless ensures the device will receive auto-updates of the latest antivirus and O/S patches. Additionally, the wireless signal should be turned off when the device is connected by cable. Having both connections active can cause problems with the laptop or mobile device, and it can also cause problems on the network.

## APPENDIX B

### NOTICE OF RIGHTS UNDER FERPA AND ITS IMPLEMENTING REGULATIONS

The Family Educational Rights and Privacy Act (FERPA), enacted by 20 U.S.C. § 1232g, is a conditional funding law that prohibits federal education funding to educational agencies or institutions unless certain policies involving inspection, review, access, and protection of student education records are in place. 20 U.S.C. § 1232g(e) mandates that institutions of higher education effectively inform students of the rights accorded to them by FERPA. This notice is meant to inform students pursuant to 34 C.F.R. § 99.7, the implementing regulation of 20 U.S.C. § 1232g(e), of these rights.

#### A. Student Rights under FERPA

1. Eligible students are afforded certain rights with respect to their education records. An “eligible” student” under FERPA is a student who is 18 years of age or who attends a postsecondary institution. As used in this notice, “student(s)” means “eligible student(s).”
2. All students at Saint Vincent College have the right to inspect and review their education records within 45 days after the day Saint Vincent College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request or an in-person verbal request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. The student may be required to show proof of identification at the time of or prior to inspection. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
3. All students at Saint Vincent College have the right to seek amendment of their education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Saint Vincent College decides not to amend the record as requested, Saint Vincent College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. All students at Saint Vincent College have 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 and 34 C.F.R. § 99 authorize disclosure without consent. Consistent with FERPA and its implementing regulations, Saint Vincent College may, without written consent of the student, disclose the following:
  - i. Directory information, as defined in § C.3 of this notice, containing personally identifiable information about a student unless that student opts out of directory information disclosure under the procedures outlined in § C.4 of this notice; and
  - ii. Education records containing personally identifiable information under the conditions specified in 34 C.F.R. § 99.31. Those conditions are listed in § D.1 of this notice.
5. All students at Saint Vincent College have the right to file with the Family Compliance Office of the Department of Education under 34 C.F.R. §§ 99.63 and 99.64 concerning alleged failures by the educational institution to comply with the requirements of FERPA and 34 C.F.R. § 99. The address of the Family Compliance Office is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.
  - i. A complaint must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA or 34 C.F.R. § 99. has occurred. A complaint does not have to allege that a violation is based on a policy or practice of the educational institution, other recipient of Department of Education funds under any program administered by the Secretary, or any third party outside of an educational institution.
  - ii. A timely complaint is defined as an allegation of a violation that is submitted to the Family Compliance Office within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation. The Family Compliance Office may extend this time limit for good cause shown.

## **B. Education Records**

1. FERPA protections extend to education records. Therefore, it is important for students to know what constitutes an “education record” within the meaning of FERPA. 34 C.F.R. § 99.3 defines education records as follows:

- i. The term “education records” means those records that are:
  - a. Directly related to a student; and
  - b. Maintained by an educational institution—i.e. Saint Vincent College—or by a party acting for the institution.
- ii. The term “education records” does not include
  - a. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
  - b. Records of the law enforcement unit—i.e. the Department of Public Safety at Saint Vincent College—if those records, files, documents, or other materials are
    - (1) Created by a law enforcement unit;
    - (2) Created for a law enforcement purpose; and
    - (3) Maintained by the law enforcement unit.
  - c. Records of a law enforcement unit does not mean
    - (1) Records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational institution other than the law enforcement unit; or
    - (2) Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conduct by the educational institution.
  - d. Records relating to an individual who is employed by an educational institution that
    - (1) Are made and maintained in the normal course of business;
    - (2) Relate exclusively to the individual in that individual’s capacity as an employee; and
    - (3) Are not available for any other purpose.
  - e. Records relating to an individual in attendance at the institution who is employed as a result of his or her status as a student are education records and thus are not excepted under (3)(i–iii) of this subsection.
  - f. Records on a student attending an educational institution that are
    - (1) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her capacity or assisting in a paraprofessional capacity;
    - (2) Made, maintained, or used only in connection with treatment of the student; and
    - (3) Disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the institution.
  - g. Records created or received by an educational institution after an individual is no longer a student in attendance and that are not directly related to the individual’s attendance as a student.
  - h. Grades on peer-graded papers before they are collected and recorded by a teacher.

## **C. Directory Information**

1. FERPA requires Saint Vincent College, with certain exceptions, to obtain written student consent prior to disclosing personally identifiable information about the student. However, Saint Vincent College may disclose “directory information” without written student consent unless the student has advised Saint Vincent College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow Saint Vincent College to include this type of information from students’ education records in certain school publications. Examples include, but are not limited to, the following:

- News releases informing the public about events at Saint Vincent College
- Dean’s Lists and other honors/recognitions
- Updates regarding athletics and athletes
- Commencement programs

2. Directory information can also be disclosed to outside organizations without a student's prior written consent.

3. Saint Vincent College's definition of directory information is modeled after the definition contained in 34 C.F.R. § 99.3:

i. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

ii. Saint Vincent College considers the following information pertaining to a student to be directory information:

- Name
- Address (local, home, and email)
- Telephone listing (local, mobile, and home)
- Photograph
- Date and place of birth
- Major field of study
- Class level
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time);
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Past and present participation in officially recognized activities and sports
- Degrees, honors, and awards received
- Previous institutions attended
- Home parish, church, synagogue, mosque, temple, or any other place of worship

iii. Directory information does not include a student's

a. Social security number; or

b. Student identification (ID) number, except as provided in (1) and (2) of this subsection

(1) Directory information includes a student ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user; and

(2) Directory information includes a student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

4. If a student does not want Saint Vincent College to disclose directory information from his/her education records without his/her prior written consent, he/she must notify Saint Vincent College by filing a written statement in the Registrar's Office by the end of the first week of each semester. Failure to file a written statement may result in the routine disclosure of directory information.

5. A student may not opt out of directory information disclosures to (1) prevent Saint Vincent College from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled; or (2) prevent Saint Vincent College from requiring a student to wear, to display publicly or to disclose a student ID card or badge that exhibits information that may be designated as directory information.

#### **D. Disclosure of Education Records Notice**

1. FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student –

i. To other school officials, including teachers, within Saint Vincent College whom the school has



2. Saint Vincent College encourages students to learn what their rights are under FERPA and its implementing regulations. The following websites are helpful in this regard. However, these websites should not be construed as Saint Vincent College offering legal counsel, advice, or representation. Saint Vincent College encourages students to seek the assistance of private legal counsel where appropriate.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

# APPENDIX C

## SAINT VINCENT COLLEGE INTERIM SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY 2024-25 August 1, 2024

### I. INTRODUCTION

Saint Vincent College (“Saint Vincent” or “College”) is deeply committed to its strong tradition of respecting, preserving, protecting, and enhancing the dignity of every member of its community and all whom we welcome as guests. This tradition embraces the notion that no member of the College community is, or should be, excluded from participation in, denied the benefits of, or subjected to discrimination in, any College program or activity on the basis of sex, sexual orientation, or gender identity. This also includes having an environment free from sexual harassment and sexual misconduct (“Prohibited Conduct”). The College will take prompt and equitable action to eliminate sexual harassment and sexual misconduct, prevent its recurrence, and remedy its effects.

### II. PURPOSE

The purpose of this policy is to delineate the College’s responsibilities and actions with regards to reports of sexual harassment and sexual misconduct that are covered under Title IX of the Education Amendments of 1972 and its implementing regulations “Title IX”); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), as amended by the Violence Against Women Reauthorization Act of 2013 (“VAWA”); Title VII of the Civil Rights Act of 1964 (“Title VII”); and other applicable federal and state laws, including Pennsylvania Acts 16 of 2019 (“Act 16”) and Act 55 of 2022 (“Act 55”).

In addition, the policy identifies the College’s designated Title IX Coordinator and describes the Coordinator’s role in compliance with Title IX, the Clery Act and VAWA, and Act 16; identifies how students and employees can report Prohibited Conduct to the College and what resources are available both on and off campus to aid them, including employees’ and students’ rights to notify local law enforcement and their right also to decline to notify such authorities; provides information about how reports are assessed, investigated, and resolved; and provides the College with a means to take all reasonable steps to identify Prohibited Conduct, prevent recurrence, and to correct its discriminatory effects on the complainant and others.

Saint Vincent has developed processes to investigate or otherwise address reports of Prohibited Conduct that fall under this policy. This policy and the corresponding processes comply with the final Title IX regulations issued by the U.S. Department of Education’s Office for Civil Rights in May 2020.

### III. SCOPE OF POLICY

This Policy applies to all faculty, staff, and students. Saint Vincent has developed processes to investigate or otherwise address reports of Prohibited Conduct that fall under this policy. This policy and the corresponding processes comply with the final Title IX regulations issued by the U.S. Department of Education’s Office for

Civil Rights in May 2020, which require Saint Vincent College to respond promptly and reasonably when it has actual notice of potential sexual harassment or sexual misconduct in an education program or activity committed against a person in the United States.

For the purposes of this policy, the term “education program or activity” includes:

- any on-campus premises;
- any off-campus premises that the College has substantial control over;
- activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of Saint Vincent’s programs and activities over which the College has substantial control.

The resolution processes for students, staff and faculty, which address all forms of Prohibited Conduct, outline consistent processes for informal and formal resolution. Throughout all processes, Saint Vincent will treat complainants and respondents equitably by offering Supportive Measures when Saint Vincent has actual notice of potential Prohibited Conduct, and by following a formal resolution process that fulfills the requirements for a grievance process under applicable federal and state laws before the imposition of any disciplinary sanction against a respondent.

#### **IV. PROHIBITED CONDUCT**

Saint Vincent is committed to establishing and maintaining a safe learning, living, and working environment where healthy, respectful, and consensual conduct represents the campus cultural norm.

To that end, Saint Vincent prohibits the following types of conduct, collectively called Prohibited Conduct:

- sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking, as set forth in this policy;
- retaliation against an individual for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the individual has made a report of Prohibited Conduct, filed a Formal Complaint, testified, assisted, or for participated or refused to participate in any manner in an investigation, hearing or resolution of an alleged violation of this policy, as set forth in this policy; and
- the exertion of power, supervision, or authority by one individual over another in relationships of a sexual or intimate nature, as set forth in this policy.

Prohibited Conduct will be classified as either Title IX Sexual Harassment or Non-Title IX Prohibited Conduct. Title IX Sexual Harassment is conduct that meets the definitional **AND** jurisdictional requirements of Title IX.

***Conduct under this policy is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the complainant or respondent.***

#### **V. NOTICE OF NON-DISCRIMINATION**

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to equally access our educational programs and opportunities.



This policy applies to enrolled students, College employees, contractors, vendors, visitors, guests or other third parties. This policy pertains to acts of Prohibited Conduct committed by or against students, employees and third parties.

## **VI. REPORTING TO LAW ENFORCEMENT**

Certain conduct covered by this policy may also be a violation of the criminal laws of the Commonwealth of Pennsylvania and/or the United States. The processes set forth in this policy are not a replacement or substitution for the criminal justice system, nor are they intended to be. Nothing in this policy prevents or prohibits a person from reporting an incident of sexual harassment or sexual misconduct that may also be a crime to law enforcement. The College strongly encourages those who may be the victim of criminal conduct to contact law enforcement and will assist in making that contact. The Pennsylvania State Police, the law enforcement agency with jurisdiction over criminal acts occurring on Saint Vincent property, may be reached directly by calling the Greensburg Barracks at 724-832-3288.

The filing of a report with law enforcement will not prevent the College from simultaneously investigating a report or formal complaint of sexual harassment or sexual misconduct. The College will cooperate in any law enforcement investigation to the extent permitted by law, noting that federal law, specifically FERPA, limits what the College can share with law enforcement with the consent of the parties involved.

## **VII. TITLE IX COORDINATOR**

The College has designated a Title IX Coordinator and Assistant Title IX Coordinator who are responsible for the oversight of this policy and any procedures related to it. Under the direction of the President, the Title IX Coordinator is responsible for overseeing and facilitating the resolution all reports of Prohibited Conduct.

The Coordinator's responsibilities include oversight of a prompt, fair, equitable investigation and resolution process for reports of Prohibited Conduct at the College, regardless of whether it involves Title IX Sexual Harassment or Non-Title IX Prohibited Conduct. The Title IX Coordinator also makes recommendations for campus wide training and education programs, and other remedial actions designed to eliminate sexual misconduct, prevent its recurrence and address its effects. The Assistant Title IX Coordinator assists the Title IX Coordinator in carrying out these responsibilities.

The Title IX Coordinator for Saint Vincent College is:

Eileen K. Flinn, Esq.  
2<sup>nd</sup> Floor Alfred Hall  
724-805-2897  
[eileen.flinn@stvincent.edu](mailto:eileen.flinn@stvincent.edu)

The Assistant Title IX Coordinator for Saint Vincent College is:

Stephanie Fago  
Office of Public Safety  
Ground Floor, Alfred Hall  
724-805-2923  
[stephanie.fago@stvincent.edu](mailto:stephanie.fago@stvincent.edu)

Except as provided by this policy, the Title IX Coordinator must be informed of all reports of Prohibited Conduct, even if the report was initially filed with another individual or office.

In the event that the individuals designated as the Title IX Coordinator or Assistant Title IX Coordinator are

unable (for any reason) to perform their duties in any case, the President will appoint a senior administrator of the College to carry out their duties.

Inquiries about the application of Title IX to Saint Vincent may be referred to Saint Vincent College's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both. To reach the Department of Education's Office for Civil Rights regarding Title IX inquiries visit [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or call 800-421-3481.

## VIII. DEFINITIONS

**Actual Knowledge** – notice of sexual harassment or allegations of Prohibited to the College's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. The standard is not met when the only official of the College with actual knowledge is the Respondent.

**Advisor** – a person selected by a Complainant or Respondent to support that person during a proceeding under this Policy, or a person appointed by the College to ask cross-examination questions, if the Party has not selected an Advisor. Complainant and Respondent may each select an Advisor of their choice. Certain employees of the College, such as the Title IX Coordinator, Director of Public Safety, and the Dean of Students, for example, have an actual or perceived conflict of interest preventing them from serving in this role. The Advisor may be but is not required to be an attorney. Each Party is permitted to have their Advisor attend any meetings, interviews, or hearings that occur pursuant to this Policy. A Complainant or Respondent should select as an Advisor a person whose schedule allows attendance at the scheduled date and time for any meetings because delays will not normally be allowed due to the scheduling conflicts of an Advisor.

**Appeals** – the process whereby both parties are provided the opportunity to appeal the determination regarding responsibility and sanctions, or the dismissal of Formal Complaint or any allegations within a Formal Complaint, on the bases of procedural irregularity, new evidence, or bias.

**Coercion** – verbal and/or physical conduct, including manipulation, intimidation, unwanted contact, and express or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to engage in sexual contact.

**Complainant** -- an individual who is alleged to have been the target of conduct that could constitute Prohibited Conduct.

**Confidential Employees** -- Campus or community professionals with the statutorily granted ability to maintain information as privileged. This includes the Benedictine Monks, the health care providers and counselors at the Saint Vincent Wellness Center, and the mental health professionals in the Saint Vincent Wellness Center and any programs that contract with Saint Vincent to provide mental health professional services. These individuals **are not** permitted or required to share any information about Prohibited Conduct disclosed to them unless:

- given permission to do so by the person who disclosed the information;
- there is an imminent threat of harm to self or others;
- the conduct involves suspected abuse of a minor under the age of 18; or
- as otherwise required or permitted by law or court order.

**Confidential Support Persons** -- Designated employees who can provide some level of anonymity to an individual reporting or disclosing Prohibited Conduct. These employees are not required to reveal personally identifying information about an incident to the College, and are only obligated to report nature, date, time, and

general location of an incident to the Title IX Office while keeping confidential any information that would directly or indirectly identify the victim.

**Consent** – an affirmative, willing, clear, coherent and on-going agreement to engage in specific forms of sexual contact with another person, that requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has freely chosen to engage in sexual contact.

**Dating Violence** – includes any act of violence against a complainant who is or has been involved in a sexual, dating, or other intimate relationship with the respondent, or against a person with whom the respondent has sought to have such a relationship, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence may also include forms of Prohibited Conduct under this policy, including Sexual Assault, Sexual Exploitation, and Stalking.

**Decision-Maker** – the person or persons who are responsible to conduct the live hearing during the formal grievance processes found in this policy to decide whether a violation of this Policy has occurred. Decision-Makers are trained annually and serve impartially without prejudging the facts at issue.

**Domestic Violence** – includes any act of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under Pennsylvania law, or by any other person against an adult or minor complainant who is protected from that person’s acts under Pennsylvania law. Domestic Violence may also include forms of Prohibited Conduct under this policy, including Sexual Assault, Sexual Exploitation, and Stalking.

**Force** – the use or threat of physical violence or intimidation to overcome an individual’s freedom to choose whether to participate in sexual contact.

**Formal Complaint** – a document signed by a Complainant or signed by the Title IX Coordinator alleging conduct that, if proven, would constitute Prohibited Conduct against a Respondent and requesting that the College investigate the allegations.. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the educational program or activity of the College with which the formal complaint is filed. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.

**Incapacitation** – the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. **Mentally helpless** means a person is rendered temporarily incapable of appraising or controlling one’s own conduct. **Physically helpless** means a person is physically unable to communicate consent or unwillingness verbally or otherwise to an act.

**Non-Title IX Prohibited Conduct** -- conduct that must satisfy one or more of the following:

- A Saint Vincent employee conditions the provision of an aid, benefit, or service of Saint Vincent on an individual’s participating in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **or** objectively offensive that it effectively denies a person equal access to the College’s education program or activity;
- Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation, as defined in this section.

**Officials with Authority** – those employees who have the ability to take corrective action in response to a

report of Prohibited Conduct and includes:

- President of the College
- Executive Vice President of the College
- Dean of Students
- Vice President of Student of Affairs
- Director of Athletics
- Title IX Coordinator
- Vice President of Academic Affair
- School Deans (McKenna, Boyer, AHSSE)
- Director of Residence Life
- Director of Public Safety
- Any other College official specifically designated as such by the President of the College

**Prohibited Conduct** – means Title IX Sexual Harassment, Non-Title IX Prohibited Conduct, Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation as defined in this section.

**Responsible Employees** – Saint Vincent employees and volunteers not otherwise designated as Confidential Employees or Confidential Support Persons. Responsible Employee are required to convey all known details of incidents of Prohibited Conduct involving Students, Faculty and Staff, Third Parties and Invitees to the Title IX Coordinator. **Included in this definition are all** prefects, residence hall advisors and directors, head coaches, assistant coaches, graduate assistant coaches and volunteer coaches, salaried and hourly employees, including full-time and adjunct faculty, graduate and teaching assistants, and certain student employees who have supervisory responsibilities over other students.

**Report** – the submission of information to the Title IX Coordinator regarding a potential violation of this Policy. A report is not a formal complaint and, therefore, in and of itself will not trigger an investigation and/or the applicable grievance process.

**Respondent** – an individual who has been alleged to have engaged in conduct that, if proven, would constitute a violation of this Policy.

**Retaliation** – any adverse action, intimidation, threat, coercion, or discrimination against an individual for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the individual has made a report or Formal Complaint of Prohibited Conduct, testified, assisted, or participated or refused to participate in any manner in any investigation, or proceeding under this policy. Retaliation includes such conduct through associates or agents of a complainant, respondent, reporting party, or participant in any investigation or proceeding related to this policy.

**Sanctions** – measures taken by the College following a determination that a violation of this Policy has occurred designed to restore or preserve equal access to the College’s education program or activity. Remedies may be disciplinary or punitive and may burden the Respondent who has been determined to have violated this Policy.

**Sexual Assault** -- having or attempting to have sexual contact with another individual without consent or where the individual cannot consent because of age or temporary or permanent mental incapacity. Sexual contact includes:

- sexual intercourse (anal, oral, or vaginal), including penetration with a body part (e.g., penis, finger, hand, or tongue) or an object, or requiring another to penetrate themselves with a body part or an object, however slight; or

- sexual touching of the private body parts, including, but not limited to, intentional contact with the breasts, buttocks, groin, genitals, or other intimate part of an individual's body for the purpose of sexual gratification;
- attempts to commit sexual assault; or
- having or attempting to have sexual contact between persons who are related to each other within the degrees where marriage is prohibited by law.

**Sexual Exploitation** –intentionally taking sexual advantage of another person without consent. It may involve use of one's own or another individual's nudity or sexuality. Examples of Sexual Exploitation include, but are not limited to:

- voyeurism (such as watching or taking pictures, videos, or audio recordings of another person in a state of undress without their consent or of another person engaging in a sexual act without the consent of all parties);
- disseminating, streaming, or posting images, pictures or video of another in a state of undress or of a sexual nature without the person's consent;
- knowingly exposing one's genitals to another person without consent;
- prostituting another individual; or
- knowingly exposing another individual to a sexually transmitted infection or virus without the other individual's knowledge and consent.

**Stalking** – occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. It is irrelevant whether the person at whom the conduct was directed was aware of the conduct, was in fear for their own safety or the safety of others or suffered substantial emotional distress.

**Course of conduct** means two or more instances including but not limited to unwelcome acts in which an individual directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish.

Stalking includes cyber-stalking, a form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

**Title VII Sexual Harassment** – Reports of sexual harassment where the complainant is an employee alleging Title VII sexual harassment by another employee are handled by the Director of Human Resources. Title VII Sexual Harassment includes any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, electronic, or otherwise (sexual harassment); or, any act of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise based on sex or gender, sexual orientation, gender identity, or gender expression, even if the acts do not involve conduct of a sexual nature (gender-based harassment); when one or more of the following conditions are present:

- Submission to or rejection of such conduct is either an explicit or implicit term or condition of, or is used as the basis for decisions affecting, an individual's employment or advancement in employment, evaluation of academic work or advancement in an academic program, or basis for participation in any aspect of a Saint Vincent program or activity (quid pro quo); or
- The conduct is sufficiently severe, pervasive, or persistent that it has the purpose or effect of unreasonably interfering with, limiting or depriving an individual from participating in or benefiting from the College's

learning, working, or living programs under both an objective and subjective standard (hostile environment). In evaluating whether a hostile environment exists, Saint Vincent will evaluate the totality of known circumstances, including, but not limited to:

- the frequency, nature and severity of the conduct;
- whether the conduct was physically threatening;
- the effect of the conduct on the complainant's mental or emotional state;
- whether the conduct was directed at more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the conduct unreasonably interfered with the complainant's educational or work performance and/or Saint Vincent programs or activities;
- whether the conduct implicates academic freedom or protected speech; and,
- other relevant factors that may arise from consideration of the reported facts and circumstances.

**Title IX Sexual Harassment** - conduct on the basis of sex that satisfies one or more of the following:

- A Saint Vincent employee conditions the provision of an aid, benefit, or service of Saint Vincent on an individual's participating in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the College's education program or activity;
- Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation, as defined in this section.

## **IX. PRIVACY AND CONFIDENTIALITY**

Saint Vincent is committed to making reasonable efforts to protect the privacy interests of a complainant, a respondent and/or other individuals involved in a report under this policy. Maintaining confidentiality and respecting the privacy of individuals involved in a Prohibited Conduct matter helps to ensure a fair, thorough, and impartial investigation and resolution.

For the purposes of this policy, **privacy** generally means that information related to a report of Prohibited Conduct will only be shared with a limited number of individuals who "need to know" in order to ensure the prompt, equitable and impartial review, investigation, and resolution of the report. All employees who are routinely involved in responding to such reports receive specific training and guidance about safeguarding private information in accordance with applicable laws.

For the purposes of this policy, **confidentiality** means that campus or community professionals with the statutorily granted ability to maintain information as privileged cannot reveal identifiable information shared by an individual to any other person without express permission of the individual, or as otherwise permitted or required by law. Those campus and community professionals who can maintain privileged communications and keep information confidential, referred to as Confidential Employees.

Further, the College will maintain as private, any accommodations or supportive measures provided to the complainant to the extent that maintaining such confidentiality would not impair the College's ability to provide the accommodations or supportive measures.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"). All documentation related to a report of Prohibited Conduct, including the

investigation and resolution are protected by FERPA and will not be released by the College, except as required by law.

The College strongly encourages all parties involved in a report of Prohibited Conduct, whether as a complainant, respondent, reporting party or witness to respect the confidential nature of any information provided, obtained and/or learned throughout the matter.

This does not mean that the parties are prohibited from discussing or sharing information or documentation with those they deem necessary, such as an advisor, support person, legal representative or someone serving in a similar capacity. The parties should, however, keep in mind the impact of discussing the investigation or sharing information about meetings or interviews with those who may be called as witnesses.

If, during an investigation it is determined that anyone involved in the investigation colluded or shared information with another in a way that subsequently may lead to harassment or conduct that could be construed as retaliatory, Saint Vincent may take disciplinary action to address such conduct. Such disciplinary action may be handled by the procedures outlined in Student Handbook, Faculty Handbook, Hourly Handbook, or Administrator Conduct Policy, as applicable and appropriate.

## **X. CONSENT**

Consent is an affirmative and willing agreement to engage in specific forms of sexual contact with another person. Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has freely chosen to engage in sexual contact. Consent is clear, coherent, willing and on-going. Consent cannot be obtained through:

- the use of coercion or force; or
- by taking advantage of the incapacitation of another individual.

Silence, passivity, or the absence of resistance does not imply consent. It is important not to make assumptions; if confusion or ambiguity arises during a sexual interaction, it is essential that each participant stop and clarify the other's willingness to continue.

Consent can be withdrawn at any time. When consent is withdrawn and outwardly communicated as such, sexual activity must cease. Prior consent does not imply current or future consent; even in the context of an ongoing relationship, consent must be sought and freely given for each instance of sexual contact.

An essential element of consent is that it be freely given. Freely given consent might not be present, or may not even be possible, in relationships of a sexual or intimate nature between individuals where one individual has power, supervision or authority over another.

In evaluating whether consent was given, consideration will be given to the totality of the facts and circumstances, including but not limited to the extent to which a complainant affirmatively uses words or actions indicating a willingness to engage in sexual contact, free from intimidation, fear, or coercion; whether a reasonable person in the respondent's position would have understood such person's words and acts as an expression of consent; and whether there are any circumstances, known or reasonably apparent to the respondent, demonstrating incapacitation or lack of consent.

In addition, in accordance with Pennsylvania law, a showing that a person had knowledge that the other person has not consented to sexual activity or who recklessly disregarded the lack of consent and engaged in sexual activity, will be sufficient evidence that consent was not given.

An individual who is incapacitated lacks the ability to make informed judgments and cannot consent to sexual contact. Incapacitation is the inability, temporarily or permanently, to give consent because an individual is

mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Mentally helpless means a person is rendered temporarily incapable of appraising or controlling one's own conduct. Physically helpless means a person is physically unable to communicate consent or unwillingness verbally or otherwise to an act.

Where alcohol or other drugs are involved, incapacitation is a state beyond impairment or intoxication. Where alcohol or other drugs are involved, evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.

## **XI. EMPLOYEE RESPONSIBILITIES AND TRAINING**

Saint Vincent is required to take responsive action when it has notice of potential Prohibited Conduct. Notice occurs when the Title IX Coordinator receives a report, from a complainant, or any other person, alleging Prohibited Conduct as defined under this policy or other College employees who are deemed to be "officials with authority."

Saint Vincent has instituted policies and training for employees to share any information about potential Prohibited Conduct with the Title IX Coordinator. This centralized reporting requirement increases the likelihood that a complainant will receive access to Supportive Measures, ensures that all Saint Vincent community members have equitable access to the resolution processes, and allows Saint Vincent to take appropriate action consistent with its Title IX obligations and educational mission while still respecting complainant's agency and autonomy.

All Saint Vincent faculty and staff, including varsity coaches, assistant coaches, and graduate assistant coaches, as well as those serving as prefects or residence hall staff are designated as either Confidential Employees, Responsible Employees or Confidential Support Persons for the purposes of this policy. Saint Vincent faculty and staff receive annual training, both in person and through on-line modules, on Title IX and the federal Clery and Violence Against Women Act (VAWA), Act 16 and Act ??, and their obligations under these laws.

In the State of Pennsylvania, employees of institutions of higher learning who suspect incidents of child abuse (including incidents of suspected child sex abuse) must report such incidents to the Department of Public Welfare's Child Line (800-932-0313 or <https://www.compass.state.pa.us/cwis/public/home>), the police having jurisdiction, and to their supervisor. Pennsylvania recognizes matriculated students under the age of 18 as "children" for purposes of this law and, as such, the College is mandated to report a criminal complaint of abuse or sexual abuse involving any person under the age of 18 immediately to ChildLine and the police having jurisdiction.

## **XII. REPORTING**

Any person who experiences Prohibited Conduct or who is aware of a member of the College community who has been subject to Prohibited Conduct is strongly encouraged to make a report to Saint Vincent. Disclosures made to Responsible Employees must be relayed to the Title IX Coordinator.

A report can be made:

- In person to the Title IX Coordinator (Second Floor, Alfred Hall)



- By calling the Title IX Coordinator (724-805-2897)
- Disclosing or informing a Saint Vincent employee who has a reporting obligation (See Employee Responsibility to Report Allegations)
- By email ([titleix@stvincent.edu](mailto:titleix@stvincent.edu))
- Online (<https://www.stvincent.edu/resources/title-ix/index.html>)

**Anonymous Reports** -- Except for disclosures made to College employees with reporting obligations, reports may be made anonymously. The easiest way to make an anonymous report is through the online reporting form. The College will respond promptly and equitably to anonymous reports, but the response may be limited if the report does not include sufficient information and/or a description of the facts and circumstances. Anonymous reports that provide enough information to constitute a criminal offense will be reported to the Office of Public Safety for purposes of inclusion in the College's Annual Security Report.

Reports of Title IX Sexual Harassment and Title VII Sexual Harassment where the complainant and respondent are both Saint Vincent Employees should be made to the Title IX Coordinator, who will provide the complainant with the necessary information needed for the complainant to make a decision on whether to pursue a course of action under Title IX or Title VII.

An individual does not have to be a member of the Saint Vincent community to file a report under this policy.

There is no time limit on reporting violations of this policy, although the College's ability to respond fully may become more limited with the passage of time. If the respondent is no longer affiliated with Saint Vincent (e.g., a report is made after a student has left or graduated or an employee no longer works for Saint Vincent), Saint Vincent will still provide reasonably available remedial Supportive Measures to the complainant, assist the complainant in identifying external reporting options, and may take other appropriate action to address the reported conduct.

Saint Vincent provides amnesty for violations of its policies on drug or alcohol use. There are many reasons why people do not make a report. A primary reason students do not report Prohibited Conduct to the College rests with the fear of being punished for violating the school's policies on drug and alcohol use. Saint Vincent College provides amnesty in such cases.

Amnesty provides students the ability to seek assistance for themselves or someone else by reducing the fear of facing disciplinary action for violating the College's policy on alcohol and other drugs. It removes barriers that prevent students from obtaining needed medical attention or other assistance when sexual harassment or sexual misconduct has occurred. The College does not have the authority to grant amnesty for criminal, civil or legal consequences for violations of federal, state or local laws.

Saint Vincent strongly encourages all members of its community to report violations of this policy that may also be crimes under Pennsylvania law to law enforcement; however, it is the complainant's choice whether to make such a report and victims have the right to decline involvement with the police. The College's Office of Public Safety will assist an individual with notifying local police. The Pennsylvania State Police may be reached directly by calling the Greensburg Barracks at 724-832-3288.

The filing of a report with law enforcement will not prevent the College from simultaneously investigating a report or formal complaint under this policy. Saint Vincent will cooperate in any law enforcement investigation to the extent permitted by law, noting that federal law, specifically FERPA and Title IX, limit what the College can share with law enforcement.

### **XIII. RESPONDING TO A REPORT**

Upon receipt of a report, Saint Vincent will provide outreach to a complainant, offer Supportive Measures and conduct an initial preliminary assessment of the reported information. If the affected individual's identity is disclosed in the report, the Title IX Coordinator will extend an invitation to meet with the affected individual to discuss their procedural options and provide information on supportive measures. If the report is from a third party, the Title IX Coordinator may reach out to the reporting party to gain additional information if needed.

The College will support complainants in understanding and assessing their reporting options. Upon receipt of a report, the College will inform individuals of their right to file (or decline to file) criminal charges as well as the availability of medical, counseling and support services, and additional Supportive Measures, such as housing, academic, transportation and working accommodations.

At the time a report is made, a complainant does not have to decide whether to file a formal complaint. The College recognizes that not every individual will be prepared to file a formal complaint with the College or to law enforcement, and individuals are not expected or required to pursue a specific course of action.

If it is determined at the time of the preliminary assessment that the reported behavior, if proven, would constitute a violation of this Policy, and the Complainant files a Formal Complaint, then the applicable grievance process will commence.

If it is determined at the time of the preliminary assessment that the reported behavior is not covered by this Policy, the report will be referred to the appropriate College office (e.g., Student Affairs, Residence Life, Human Resources) to be addressed in accordance with the applicable College policy.

Making a report to Saint Vincent does not require the filing of a formal complaint, nor is the filing of a formal complaint, which involves an investigation and determination of responsibility of a policy violation, required for a complainant to receive supportive measures or assistance.

Both the Complainant and the Respondent will receive notice of their rights and resources. The Complainant will be informed of these rights in the initial intake meeting and again once a formal complaint is filed. The Respondent will receive notice when notified of the filing of a formal complaint. Those rights include, but are not limited to the following:

- The right to have disclosures of sexual harassment, sexual assault, domestic violence, dating violence and stalking treated seriously;
- The right to be treated with fairness and respect throughout the process;
- The right to be informed of College policies and procedures being applied to the case and have those policies and procedures followed without material deviation whenever possible;
- The right to have the College keep information related to the case as confidential as possible;
- The right to be accompanied by an Advisor during any meeting, interview, or hearing conduct in connection with your case;
- The right to receive Supportive Measures;
- The right to be notified of the time frame for major stages of the College's process;
- The right to have a reliable, thorough, and impartial investigation, including the right to meet with the Investigator to present relevant information, witnesses, and other evidence;
- The right to have a determination of the facts of the case be based on a preponderance of the evidence standard;
- The right to be notified in writing of the outcome of any formal College process related to the case;
- The right to be protected from retaliation by any member of the College community for participating in the College's process;

- The right to access an appeal process if/when an outcome has been determined with respect to the case.

#### **XIV. SUPPORTIVE MEASURES**

Saint Vincent will take and/or make available reasonable and appropriate Supportive Measures designed to restore or preserve access to educational and employment opportunities without unreasonably burdening either party; address safety concerns of the complainant, the reporting party, the respondent or broader Saint Vincent community; maintain the integrity of the investigative and/or resolution process; and deter retaliation.

Supportive Measures include, but are not limited to:

- counseling
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services
- mutual restrictions on contact between the parties
- changes in work or housing locations
- leaves of absence
- increased security and monitoring of certain areas of the campus

Supportive Measures are available regardless of whether the Complainant or Title IX Coordinator file a Formal Complaint. Supportive Measures are non-disciplinary, non-punitive individualized measures offered as appropriate, as reasonably available and without fee or charge to the requesting party.

In addition, other forms of Supportive Measures may involve more restrictive actions. Such Supportive Measures are typically only available when Saint Vincent has an articulable factual foundation that would support the taking of a restrictive measure against a respondent prior to the conclusion of the investigation or in lieu of an investigation. More restrictive Supportive Measures, to the extent they are nonpunitive, non-disciplinary and can be imposed without unreasonably burdening the respondent.

Saint Vincent will consider a number of factors in determining which Supportive Measures to take, including the needs of the individual seeking Supportive Measures; the severity or pervasiveness of the alleged conduct; any continuing effects on the complainant; whether the complainant and the respondent share the same residence hall, academic course(s), or job location(s); and whether judicial measures have been taken (e.g., protective orders). Saint Vincent will work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

The Title IX Coordinator is responsible for ensuring the implementation of Supportive Measures and coordinating the College's response with the appropriate offices on campus. Saint Vincent will maintain the privacy of any remedial and Supportive Measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures.

Supportive Measures, while similar in some cases, **are not** the same as academic accommodations provided to students under the federal Americans With Disabilities Act and/or Section 504 of the Rehabilitation Act, and the provision of Supportive Measure will be directed by the Title IX Office, and in some cases, facilitated by the Academic Accommodations Office as appropriate and necessary.

#### **XV. APPLICABLE PROCEDURES UNDER THIS POLICY, IN GENERAL**

The section includes procedures that are applicable for both Title IX Sexual Harassment and Non-Title IX Prohibited Conduct.

- A. In response to a report of Prohibited Conduct, the report may be resolved by:
1. the imposition of Supportive Measures only;
  2. the filing of a Formal Complaint by the complainant;
  3. the filing of a Formal Complaint by the Title IX Coordinator;
  4. an informal resolution voluntarily and mutually reached after the filing of a Formal Complaint. (Title IX Sexual Harassment); or
  5. an informal resolution voluntarily and mutually reached by both parties regardless of whether a Formal Complaint has been filed. (Non-Title IX Prohibited Conduct)

Reasonably available Supportive Measures may be provided regardless of whether a formal or informal resolution process is initiated.

Following the filing of a Formal Complaint, Saint Vincent will initiate an investigation and grievance process to determine if there is sufficient evidence, by a preponderance of the evidence, to establish that this policy has been violated. The nature of the reported conduct, the location of the reported conduct, and the role of the respondent determines the procedures that will be used to investigate and resolve Formal Complaints.

- B. All individuals who have responsibilities in administering the grievance process under this policy must be free of any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent and will be trained as provided by federal regulations. Parties will be notified at the appropriate junctures of the identities of the individuals serving as the investigator, hearing officer, decision maker and sanctions panels assigned to a formal complaint. A party who has concerns that one or more of the individuals performing one of the aforementioned roles has conflicting interest or is biased must report those concerns to the Title IX Coordinator within 48 hours of being notified of their identities and include a brief explanation of the basis for the conflict or bias concern. The Title IX Coordinator will assess the allegations of conflict or bias to determine whether the identified individual(s) can fulfill their duties in an impartial way. If the Title IX Coordinator concludes that the facts and circumstances support the claim of conflict or bias, the pertinent individual(s) will not participate in the case.
- C. In order to protect the safety of the campus community, the Title IX Coordinator may review reports of violations of this policy absent the filing of a formal complaint, or under certain circumstances, when a formal complaint has been withdrawn. The Title IX Coordinator may need to themselves file a formal complaint and proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take into account the complainant's articulated concerns, the best interests of the Saint Vincent community, fair treatment of all individuals involved, and the College's obligations under Title IX and other state and federal laws.
- Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.
- D. Saint Vincent presumes that reports of Prohibited Conduct are made in good faith. A finding that the alleged behavior does not constitute a violation of this policy or that there is insufficient evidence to establish that the alleged conduct occurred as reported does not mean that the report was made in bad faith.

- E. The respondent is presumed to be not responsible for the alleged conduct unless and until a determination regarding responsibility is made at the conclusion of the grievance process.
- F. Saint Vincent expects all members of the community to be honest and cooperative in their official dealings with the College under this policy. In this regard, individuals are expected to acknowledge requests from Saint Vincent officials for information in a timely fashion and to make themselves available for meetings with College officials or any officials acting on behalf of the College. Any student or member of the faculty or staff who fails to do so may be subject to discipline. Such discipline may be handled by the procedures outlined in Student Handbook, Faculty Handbook, Hourly Handbook, or Administrator Conduct Policy, as applicable and appropriate.
- G. Except as otherwise provided by this policy or law, the complainant and the respondent each have the opportunity to be advised by an advisor of their choice at their expense, including legal counsel, at any stage of the process and to be accompanied by that advisor at any meeting or hearing in which the complainant or the respondent is required to be present.

The role of the adviser is narrow in scope. The adviser may attend any interview or meeting connected with the grievance process, but the adviser may not actively participate in interviews and may not serve as a proxy for the party. Where the formal complaint involves Title IX Sexual Harassment, the adviser may attend the hearing and may conduct cross-examination of the other party and any witnesses at the hearing; otherwise, the adviser may not actively participate in the hearing.

If a party does not have an adviser present at the hearing to conduct cross examination, Saint Vincent will provide without fee or charge to that party an adviser selected by the College (who may be, but is not required to be, an attorney) to conduct cross-examination of the other party and/or any witnesses.

Any individual who serves as an adviser is expected to make themselves available for meetings and interviews throughout the investigation process, as well as the hearing, as scheduled by the Saint Vincent. The College (including the Title IX Coordinator or any official acting on behalf of the College such as an investigator, hearing officer or a decision maker) has the right at all times to determine what constitutes appropriate behavior on the part of an adviser and to take appropriate steps to ensure compliance with this policy.

- H. A complainant's prior sexual behavior is not relevant and will not be used during the grievance process, unless offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. The Title IX Coordinator has the discretion to consolidate multiple formal complaints as to allegations of Prohibited Conduct against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Prohibited Conduct arise out of the same facts or circumstances. In order for formal complaints to be consolidated, the Prohibited Conduct must be of the same type. Title IX Sexual Harassment formal complaints can only be consolidated with other Title IX Sexual Harassment formal complaints, Non-Title IX Prohibited Conduct formal complaints can only be consolidated with other Non-Title IX Prohibited Conduct formal complaints.

- J. When an initial assessment or investigation for a report of Title IX Sexual Harassment under this policy identifies additional related possible violations involving Non-Title IX Prohibited Conduct by the same party(ies), the grievance process set forth for Title IX Sexual Harassment will apply to all allegations. Under such circumstances, the parties will be provided with written notice containing the following information: (a) the alleged prohibited conduct, and (b) the policy(ies) under which alleged prohibited conduct falls.
- K. When an initial assessment or investigation under this policy identifies additional related possible violations of College policies not involving Prohibited Conduct by the same party(ies) that would normally be handled by another responsible office, the Title IX Coordinator, with the approval of that responsible office, may direct investigators to investigate such other possible violations at the same time that they investigate the allegations covered by this policy. Under such circumstances, the records from the investigation of the non-Prohibited Conduct matter shall be provided to the office responsible for adjudicating that non-Prohibited Conduct matter in accordance with applicable College policies and procedures.
- L. When a third party, (i.e., a non-member of our College community, which could include, for example, alumni) is a party under this policy, Saint Vincent will, to the extent permissible and practicable, use disciplinary procedures that are generally consistent with the disciplinary procedures described in this policy, appropriately modified based on the particular circumstances of the case and taking into account privacy, jurisdictional and requirements and the like. In no case will a member of our community (i.e., current student, faculty member, or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the College community.
- M. Saint Vincent may dismiss a formal complaint at any time during an investigation when:
1. Complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
  2. For formal complaints involving Title IX Sexual Harassment, the respondent is no longer enrolled or employed by the College; or
  3. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- N. Where there is an immediate threat to the physical health or safety of any student or other individual arising from an allegation of sexual harassment, the College is permitted to remove that individual from the campus community.

For an emergency removal to take place the College must assess the information available to complete an individualized safety and risk analysis. This analysis includes determining if there is an immediate threat to the physical health and safety of an individual.

Emotional or mental harm to a complainant is not enough to warrant an emergency removal and Supportive Measures can be provided to the complainant. Where the respondent threatens their own physical health that does warrant the ability to institute an emergency removal.

The respondent must be provided notice of the removal and is provided with an opportunity to change the decision. The respondent is provided 5 business days to respond if they are challenging the emergency removal. The challenge may occur after the removal takes place and does not require a

hearing, but rather the challenge/appeal will be submitted and the respondent will meet with the appropriate College official to be heard as to why they are challenging/appealing the emergency removal.

Saint Vincent must honor and abide by any judicially issued protective order. Nothing in this policy alters any responsibilities of the College when in receipt of such protective order even when doing so, it effectively prohibits the respondent from attending classes, residing on campus or participating in an education program or activity of the College.

## **XVI. INFORMAL RESOLUTION**

- A. Informal resolution may be used to resolve a report of Prohibited Conduct. Subject to the consent of the parties and the approval of Title IX Coordinator, Saint Vincent permits informal resolution processes for cases involving Title IX Sexual Harassment in which a formal complaint has been filed. The filing of a complaint is not required for incidents involving Non-Title IX Prohibited Conduct. The informal resolution process is available in matters involving a student complainant and a student respondent as well as in matters involving a faculty/staff complainant and a faculty/staff respondent. For Prohibited Conduct classified as Title IX Sexual Harassment, the informal resolution process is not available in matters involving a student and an employee. For Prohibited Conduct that is classified as Non-Title IX Prohibited Conduct, the filing of a formal complaint is not required as a prerequisite to using informal resolution to resolve the matter. All parties must voluntarily agree to the use of informal resolution.
- B. The informal resolution process is a voluntary, remedies-based process designed to provide parties with an option to resolve disputes in a forum that is separate and distinct from the formal grievance processes under this policy. The purpose of the informal resolution process is to address the conduct which has been reported and place the parties in a position to pursue their academic and non-academic interests in a safe, respectful, and productive educational and working environment.
- C. Saint Vincent may facilitate the informal resolution process prior to making a determination of responsibility. Before the informal resolution process is used, both parties must provide voluntary, written consent to the informal resolution process and must receive written notice disclosing: the allegations, the requirements of the informal resolution process (including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations), and any outcomes resulting from participating in the informal resolution process (including the records that will be maintained or could be shared). At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the applicable grievance process with respect to the formal complaint.
- D. Saint Vincent will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Similarly, the College will not require, encourage, or discourage the parties from participating in the informal resolution process.
- E. When the complainant files a formal complaint and/or requests to engage in the informal resolution process, the Title IX Coordinator will consider whether the informal resolution process is appropriate in the matter. In making this determination, the Title IX Coordinator will consider the following factors:

- The disciplinary record (or past conduct) of the respondent relating to sexual misconduct, physical violence, failure to comply with a No Contact Order, and/or other relevant conduct;
  - The nature of the alleged conduct, whether allegations involve multiple victims and/or a pattern of conduct, or other evidence-informed factors indicative of increased risk to campus safety;
  - Whether the circumstances warrant the Title IX Coordinator filing a formal complaint (e.g., if there is sufficient evidence to proceed with an investigation/adjudication even absent participation by the complainant); and/or
  - Whether proceeding with the informal resolution process is in accordance with the principles and objectives of the College's Sexual Harassment and Sexual Misconduct Policy, as determined by the Title IX Coordinator.
- F. If the Title IX Coordinator determines that a case is not appropriate for the informal resolution process, the Title IX Coordinator will inform the parties that the informal resolution process is unavailable.
- G. For formal complaints involving Title IX Sexual Harassment, either party may seek to initiate the informal resolution process up until five business days prior to the hearing. If both parties agree to participate in the informal resolution process and the Title IX Coordinator approves of the informal resolution process, the formal grievance process will be adjourned while the informal resolution process is pending; if an agreement is not reached, the formal grievance process will be resumed.
- H. All parties will be provided with a written notice disclosing the allegations, the requirements of the informal resolution process, and any outcomes resulting from participating in the informal resolution process.
- I. At any time prior to signing an informal resolution agreement, any party has the right to withdraw from the informal resolution process and resume the formal grievance process. Prior to participating in the informal resolution process, parties will be notified in writing that any information gathered in the informal resolution process may be used in the Title IX Sexual Harassment or Non-Title IX Prohibited Conduct formal grievance processes described in this policy if the informal resolution process ends prior to a written agreement being signed by the parties. However, Saint Vincent will not draw any adverse inference based on a respondent's participation in the informal resolution process, nor will such participation be considered an admission by the respondent.
- J. Under the informal resolution process, there will be no formal disciplinary action taken against a respondent, and the resolution will not appear on the respondent's disciplinary record.
- K. Parties may be accompanied by an advisor who will serve as a support person to any meeting related to the informal resolution process. However, the advisor may not actively participate in meetings and may not serve as a proxy for the party. Any individual who serves as an advisor for the informal resolution process is expected to make themselves available for meetings as scheduled by the College. Saint Vincent (including any official acting on behalf of the College) has the right at all times to determine what constitutes appropriate behavior on the part of an advisor and to take appropriate steps to ensure compliance with this policy.
- L. Any agreements reached as part of the informal resolution process must be approved by the Title IX



Coordinator in order to ensure consistency with the College's federal obligations. If the Title IX Coordinator determines at any time prior to the signing of the informal resolution agreement that the informal resolution process is no longer appropriate, the Title IX Coordinator may terminate the process.

- M. Upon signing the informal resolution agreement, the parties are bound by its terms and cannot opt for a formal grievance process based on the conduct.
- N. Failure to comply with the signed agreement may result in disciplinary action for either party.
- O. If the parties' circumstances change significantly, they may request a supplemental agreement; the Title IX Coordinator will determine whether it is appropriate to proceed.

## **XVII. ASSESSMENT OF FORMAL COMPLAINT**

- A. An initial assessment will be made of all formal complaints. The goal of the assessment is to provide a consistent, integrated and coordinated response to all reports and to ensure that all Saint Vincent community members have access to information about resources, policies, and procedural options for resolving the report. The assessment seeks to gather information only to determine whether this policy applies to the report and, if so, what form of resolution is reasonably available and appropriate.

The initial assessment in no way represents a finding of fact or responsibility. The assessment will also include a determination whether a timely warning pursuant to the Clery Act is necessary to protect the safety of the complainant, any other individuals, or the campus community.

- B. A formal complaint will be assessed to determine if the Prohibited Conduct meets the definitional and jurisdictional requirements of Title IX Sexual Harassment. If the Prohibited Conduct does not meet these requirements, it will then be reviewed to determine if it is Non-Title IX Prohibited Conduct. If it is neither Title IX Sexual Harassment or Non-Title IX Prohibited Conduct, the matter will be referred to the appropriate office for further action.
- C. If it is determined, following an initial assessment of the formal complaint, that an investigation is appropriate, an investigator will be assigned.

## **XVIII. INVESTIGATION**

- A. Saint Vincent will seek to complete the investigation and adjudication within ninety (90) business days after the investigator's first interview of the complainant. Timeframes for all phases of the grievance process, including the investigation, the adjudication, and any related appeal, apply equally to both parties.

There may be circumstances that require the extension of time frames for good cause. Time frames may be extended to ensure the integrity and completeness of the investigation or adjudication, comply with a request by external law enforcement, accommodate the absence of a party, adviser, or witness, or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. The College will notify the parties in writing of any extension of the time frames for good cause, and the reason for the extension.

In accordance with policy and law, Saint Vincent will review requests for language assistance and accommodation of disabilities throughout the investigation and adjudication process.

Although cooperation with law enforcement may require Saint Vincent to temporarily suspend the fact-finding aspect of an investigation, under such circumstances, the College will promptly resume its investigation as soon as it is notified by the law enforcement agency that the agency has completed their evidence gathering process. Saint Vincent will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide supportive measures for the complainant or respondent. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

- B. Following the receipt and review of the formal complaint by the Title IX Coordinator, and it being determined that the matter properly involves Prohibited Conduct under this policy, the parties will be informed in writing of the initiation of the investigation. The written information shall include:
1. The identities of the parties, if known.
  2. A concise summary of the alleged conduct at issue (including when and where it occurred, if known).
  3. Notice of the allegations potentially constituting Title IX Sexual Harassment or Non-Title IX Prohibited Conduct.
  4. A statement that the respondent is presumed not responsible and that a determination regarding responsibility is made at the conclusion of the grievance process.
  5. A statement informing the parties that they may have an adviser of their choice, who may be, but is not required to be, an attorney.
  6. A statement informing the parties that they may request to inspect and review evidence.
  7. A statement informing the parties that knowingly making false statements or knowingly submitting false information during the grievance process may constitute a violation of Saint Vincent policy.
  8. Information regarding the applicable grievance procedures, including the informal resolution process.

If, during the investigation, additional information is disclosed that may also constitute prohibited conduct under this policy, the respondent and complainant will be informed in writing that such additional information will be included in the grievance process.

- C. The investigator will collect information from each party. While the complainant and the respondent are not restricted from gathering and presenting relevant evidence, the investigator is responsible for gathering relevant evidence to the extent reasonably possible. However, each party will be given an equal opportunity to suggest witnesses; provide other relevant information, such as documents, communications, photographs, and other evidence; and suggest questions to be posed to the other party or witnesses. Parties and witnesses are expected to provide all available relevant evidence to the investigator during the investigation. If a party or witness fails to provide available relevant evidence during the investigation, such evidence may, at the discretion of the Hearing Officer/Decision Maker, be excluded from consideration in determining responsibility or at any hearing required. While parties are not restricted from presenting information attesting to the parties' character, such evidence generally is not considered relevant.

The investigator will provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews to which they are invited or expected, with sufficient time (generally no less than three (3) business days, absent exigent circumstances) for the party to prepare to participate.

Parties will be interviewed separately. The investigator will interview witnesses as necessary. Interviews may be recorded by the investigator.

In general, a party's medical and counseling records are confidential. The investigator will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the investigator obtains that party's voluntary, written consent to do so, or the party voluntarily provides such records to the investigator.

The investigator will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g., attorney-client, doctor-patient), unless the individual holding such privilege has waived the privilege.

- D. After each party has been interviewed and had the opportunity to identify witnesses and other potentially relevant information and evidence, and the investigator has completed any witness interviews and any gathering of evidence, the investigators will prepare a case file. The case file will include all collected evidence that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and any inculpatory or exculpatory evidence, whether obtained from a party or other source as part of the investigation. The case file may include, as applicable, transcripts or summaries of party and witness interviews and other collected documents and evidence.

For formal complaints involving Title IX Sexual Harassment, the investigator will provide the case file, redacted of personally identifiable information in accordance with privacy regulations, to each party and their adviser in electronic form or hard copy.

For formal complaints involving Non-Title IX Prohibited Conduct, the investigator will provide the case file, redacted of personally identifiable information in accordance with privacy regulations, to each party in electronic form or hard copy. Evidence upon which the College does not intend to rely in reaching a determination regarding responsibility will not be included in a case file provided for formal complaints involving Non-Title IX Prohibited Conduct.

In all cases, any information relied on in adjudicating the matter will be provided as part of the case file. The investigator will also provide an updated Notice of the Allegations, as appropriate.

Within ten (10) business days of receiving the case file, each party may respond in writing, which may include a request that the investigator collect additional evidence. If the investigator believes that further information is needed following receipt of any responses from the parties, the investigator will pursue any additional investigative steps as needed. The parties and their advisers will be provided with each party's written responses to the case file, if any, as well as any additional information collected by the investigator, in electronic format or hard copy.

- E. Following the review of the parties' responses (if any) to the case file, the investigator will create a written investigative report that summarizes all relevant evidence; the report will not contain irrelevant information.

At least ten (10) business days prior to any adjudicative hearing for Title IX Sexual Harassment, the investigative report will be provided to the parties and their advisers via electronic format. For all other formal complaints, the investigator will provide the parties with a copy of the written investigative report.

The parties may choose to provide a written response to the investigative report, which must be

submitted at least five (5) business days prior to the start of the hearing (where a hearing is taking place) or no more than five (5) business days after receiving the written investigative report from the investigator. The response may consist of a written statement not to exceed 2,500 words. Where a hearing is taking place, the parties and their advisers will be provided with the other party's written response to the investigative report, if any, in electronic format at least 48 hours prior to the hearing.

## **XIX. GRIEVANCE PROCESS FOR FORMAL COMPLAINTS**

A determination of responsibility or non-responsibility for formal complaints will be made through a live hearing for formal complaints involving Title IX Sexual Harassment and formal complaints involving Non-Title IX Prohibited Conduct. For formal complaints involving Title IX Sexual Harassment, the determination of responsibility shall be made by the Decision Maker, also referred to as the Hearing Officer. For Non-Title IX Prohibited Conduct, the Title IX Coordinator shall serve as the Decision Maker.

The Hearing Officer will have absolute discretion with respect to administering the hearing. The Hearing Officer will decide whether evidence and witnesses are relevant or irrelevant, with the understanding that the introduction of relevant evidence and witnesses will always be permitted. The Hearing Officer will be responsible for maintaining an orderly, fair, and respectful hearing and will have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending individual, including a party, witness, or adviser.

Prior to the hearing, the Hearing Officer will be provided with the case file, investigative report, and any responses to the investigative report. The Hearing Officer shall review the case file (including the parties' responses), ask questions during the hearing as he/she deems appropriate, and participate in the deliberations leading to the Hearing Officer's determination of responsibility.

At least five (5) business days prior to the hearing, the parties and their advisers will be notified of the hearing date, time, and location (or relevant electronic information if the hearing will be conducted remotely).

In advance of the hearing, parties will be required to identify witnesses to be called at the hearing, as well as to provide a brief written explanation of the information each witness would be asked to provide, such that the Hearing Officer can determine their relevance. The Hearing Officer has the discretion to exclude from the hearing evidence/witnesses/questions deemed irrelevant.

At the Hearing Officer's discretion, pre-hearing meetings may be scheduled with each of the parties and their advisers to explain the hearing protocol.

- A. The standard of proof under this policy is preponderance of the evidence. A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy.
- B. In all proceedings under this policy, including at the hearing, the complainant, the respondent, and the witnesses and other individuals sharing information are expected to provide truthful information.
- C. If the complainant, respondent, or a witness informs the College that they will not attend the hearing (or will refuse to be cross-examined), the hearing may proceed. The Hearing Officer may not, however, draw any adverse inference in reaching a determination regarding responsibility based solely on the individual's absence from the hearing.
- D. Each party may make requests related to the format or the nature of their participation in the hearing. The Hearing Officer will accommodate requests by either party for the hearing to occur with the parties located in separate locations with technology enabling the Hearing Officer and the parties to simultaneously see and hear the party answering questions. As appropriate and/or at the discretion of the

Hearing Officer, hearings may be conducted in person or by video conference or any other means of communication by which all individuals participating are able to see and hear each other.

- E. While the hearing is not intended to be a repeat of the investigation, the parties will be provided with an equal opportunity for their advisers to conduct cross examination of the other party and/or of relevant witnesses. A typical hearing may include brief opening remarks by the Hearing Officer; questions posed by the Hearing Officer to one or both of the parties; questions posed by the Hearing Officer to any relevant witnesses; and cross-examination by the Hearing Officer or either party's adviser of the other party and relevant witnesses, dependent upon whether the formal complaint involves Title IX Sexual Harassment or Non-Title IX Prohibited Conduct.
1. For formal complaints involving Title IX Sexual Harassment, the parties' advisers will have the opportunity to cross examine the other party (and witnesses, if any). Such cross examination must be conducted directly, orally, and in real time by the party's adviser and never by a party personally. Only relevant cross examination questions may be asked of a party or witness. Before a party or witness answers a cross-examination question that has been posed by a party's adviser, the Hearing Officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
  2. The parties may submit questions for cross-examination in advance of the hearing in order to assist the Hearing Office in determining the relevancy of a question.
  3. For formal complaints involving Non-Title IX Prohibited Conduct, the Hearing Officer will conduct the cross-examination of the parties (and witnesses, if any). The parties shall submit questions for cross-examination to the Hearing Officer prior to the hearing date as agreed to by the Hearing Officer and the parties. The Hearing Officer will only ask questions that are relevant and will explain any decision to exclude a question as not relevant. The Hearing Officer has discretion in whether to permit relevant follow-up questions during the course of the hearing.
  4. The Hearing Office may determine that the question is improper and not relevant and may decline to ask it of a witness or reformulate it into proper form. In such an instance, the Hearing Office must explain any decision to exclude a question as not relevant or improper.
  5. Other College administrators may attend the hearing at the request of or with the prior approval of the Hearing Officer, but the parties will be notified in advance of anyone else who will be in attendance.
- F. Saint Vincent shall create an official record in the form of a recording or transcript of any live (or remote) hearing and make it available to the parties for inspection and review.
- G. Following the hearing, the Hearing Officer will consider all the relevant evidence and deliberate regarding responsibility. The Hearing Officer shall make a determination, by a preponderance of the evidence, whether the respondent has violated the policy. The Hearing Officer shall write a written determination, which will contain:
1. the allegations potentially constituting Title IX Sexual Harassment or Non-Title IX Prohibited Conduct;
  2. a description of the procedural steps taken from the receipt of the formal complaint through the determination (including any notifications to the parties, interviews with parties and witnesses, site visits (if any), methods used to gather other information, and the hearing);
  3. findings of fact supporting the determination;
  4. conclusions regarding the application of this policy to the facts;

5. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether a policy violation occurred), any disciplinary sanctions imposed if there has been a finding of responsibility and whether any remedies designed to restore or preserve equal access to the College's education program or activity or working environment will be implemented; and
6. relevant appeal information for the parties.

Disciplinary sanctions and remedies will be determined in accordance with the procedures listed below, and the information will be provided to the Hearing Officer for inclusion in the written determination.

The parties and their advisers will simultaneously be provided with the written determination via electronic format.

## **XX. DISCIPLINARY SANCTIONS AND REMEDIES**

If a party is found to have violated this policy, before finalizing the written determination, the matter will be referred to the appropriate entity to determine sanctions and remedies. Sanctions being imposed will be included in the written determination.

Sanctions will take into account the seriousness of the misconduct as compared to like cases in the past, the respondent's previous disciplinary history (if any), and institutional principles. Remedies, which may include supportive measures, will be designed to restore or preserve equal access to the College's education program or activity. Specifically, sanctions will be set as follows:

- A. If an **undergraduate or graduate student** is found responsible for violating the policy, the case record (consisting of the case file and responses, investigative report and responses, hearing recording (if applicable), and written determination relating to the finding of responsibility) will be provided to the Student Sanctions Panel, which shall be comprised of three (3) senior administrators who also are members of the President's Cabinet, who will determine sanctions and remedies in consultation with appropriate College administrators. Any sanctions and remedies will be included in the written determination provided to the parties, and sanctions will be subject to appeal under this policy.
- B. If a **faculty member** is found responsible, the case record (consisting of the case file and responses, investigative report and responses, hearing recording (if applicable), and written determination relating to the finding of responsibility) will be forwarded to the Faculty Sanctions Council, which shall be comprised of the Academic Dean, the Dean of the School in which the faculty member teaches, and the President of the Faculty Council, who will determine sanctions and remedies in consultation with the appropriate College Administrators or Faculty. Should the Faculty Sanctions Panel propose a sanction of suspension or dismissal, the Panel will issue a recommendation, in accordance with applicable College policy related to suspension or dismissal of faculty and following such procedures as required for termination or suspension as indicated in the Faculty Handbook. Any sanctions (and/or recommendation of sanctions) and remedies will be included in the written determination, and sanctions (and/or recommended sanctions) will be subject to appeal under this policy.
- C. If a **staff member** is found responsible, the case record (consisting of the case file and responses, investigative report and responses, hearing recording if applicable, and written determination relating to the finding of responsibility) will be forwarded to the Staff Sanctions Panel, which shall be comprised of Executive Vice President of the College and two (2) senior administrators (vice president, assistant vice president, or associate vice president level) who will determine sanctions and remedies in consultation with appropriate College administrators. Any sanctions and remedies will be included in the written determination, and sanctions will be subject to appeal under this policy.

See Appendix A for the range of sanctions under this policy.

## **XXI. APPEALS**

Appeals under this policy will be heard by the Appeals Officer. Both parties have equal rights to an impartial appeal at the following junctures:

- For formal complaints involving Title IX Sexual Harassment - Upon the dismissal of a formal complaint or any allegations therein.
  - For all formal complaints -- Upon receiving the written determination regarding responsibility and, when applicable, sanction and remedies.
- A. Appeals may be submitted on the following bases:
1. procedural irregularity that affected the outcome of the matter;
  2. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made which could affect the outcome of the matter;
  3. the sanctions (or recommended sanctions) are not commensurate with the violation; or
  4. the Title IX Coordinator, investigator, the Hearing Officer, or any member of the Sanction Panel had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter (Formal complaints involving Title IX Sexual Harassment only).
- B. To appeal, a party must electronically submit a written appeal statement to the General Counsel for the College within five (5) business days of receipt of the written determination or dismissal. The General Counsel shall appoint an Appeals Officer from staff who have received training in appeals of Title IX Sexual Harassment and/or Non-Title IX Prohibited Conduct. For Title IX Sexual Harassment complaints, the Title IX Coordinator may not serve as the Appeals Officer, nor may a Hearing Officer serve as the Appeals Officer on an appeal from a case in which that Hearing Officer made the determination of responsibility.
- C. The appeal shall be in writing, not to exceed 2,500 words, outlining the basis for appeal and the relevant information to substantiate the appeal. The non-appealing party will be provided with a copy of the appealing party's written statement and may submit a written response, not to exceed 2,500 words, to the Appeals Officer within five (5) business days of receipt of the appealing party's written statement. The non-appealing party's statement will be provided to the appealing party. No further appeal submissions from the parties shall be permitted.
- D. An appeal is limited in scope. The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred.
- E. In deciding an appeal, the Appeals Officer may consider the case file and any responses, investigative report and any responses, the hearing record (if applicable), the written determination, and any written appeal(s) or statements by the parties. The Appeals Officer also may consider any other materials the College deems relevant and that have been shared with the parties.
- F. The parties, and their advisers (for appeals involving formal complaints of Title IX Sexual Harassment), will simultaneously be provided (via electronic format) with the written decision describing the result of the appeal and the rationale for the result.

1. If the Appeals Officer finds that the earlier decision should stand, the parties will be so informed, and the process is concluded.
  2. If the Appeals Officer finds that there was procedural irregularity that affected the outcome of the matter, the matter will be remanded to the appropriate official to determine appropriate further action.
  3. If the Appeals Officer finds that new evidence is available which was not reasonably available at the time of the determination regarding responsibility or dismissal, and such evidence could alter the outcome of the matter, the matter will be remanded for appropriate further action.
  4. If the Appeals Officer finds a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter existed, the Appeals Officer will take appropriate measures to address and remediate the impact of the bias or conflict consistent with the general procedures of this policy.
  5. If the Appeals Officer finds that the sanctions (or recommended sanctions) are not commensurate with the violation, the matter will be remanded to the appropriate Sanctions Panel for reconsideration.
- G. The Appeals Officer will seek to complete the appeal review within ten (10) business days of receipt of the appealing party's written statement.
- H. Unless further proceedings are necessary (as may be the case in a matter where suspension or dismissal of a faculty member is a recommended sanction), the determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of an appeal if an appeal is filed (at which point the grievance process is concluded), or if an appeal is not filed, the date on which an appeal would no longer be considered timely (at which point the grievance process is concluded).

## **XXII. TRAINING**

Saint Vincent will provide appropriate training to College officials with responsibilities under this policy, including the Title IX Coordinator and Assistant Title IX Coordinator, investigators, Hearing Officers, Sanction Panel members, Appeals Officers, and any individual who facilitates the informal resolution process. Such training will cover the definition of Title IX Sexual Harassment and Non-Title IX Prohibited Conduct, the scope of the College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes under this policy, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Saint Vincent College will ensure that Hearing Officers receive training on any technology to be used at a hearing and on issues of relevance of questions and evidence, including questions and evidence about the irrelevancy of complainant's sexual predisposition or prior sexual behavior. Saint Vincent will ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. These training materials will be available to the public on the Sexual Misconduct & Title IX section of the Saint Vincent College website and will be made available for in-person review upon request.

Saint Vincent will also provide prevention and awareness programs and ongoing training and education information to students and employees so they may identify what behavior constitutes Prohibited Conduct; understand how to report Prohibited Conduct; recognize warning signs of potentially abusive behavior and ways to reduce risks; and learn about safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual harassment and sexual misconduct against a person other than such individual.



### **XXIII. RECORD RETENTION**

Saint Vincent College will maintain for a period of seven years records of the following:

- A. Each grievance process conducted under this policy, including any determination regarding responsibility and any audio or audiovisual recording or transcript from a hearing, any disciplinary sanction imposed on the respondent, and remedies provided to the complainant designed to restore or preserve access to the College's education program or activity;
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinator and Assistant Title IX Coordinator, investigators, Hearing Officers, Sanction Panel members, Appeals Officers, and any individual who facilitates the informal resolution process;
- E. Records of any actions, including any Supportive Measures, taken in response to a report or formal complaint. In each instance, Saint Vincent will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's educational and working program or activity. If Saint Vincent does not provide a complainant with Supportive Measures, then the College will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

### **XXIV. MODIFICATION AND REVIEW OF POLICY**

Saint Vincent College reserves the right to modify this policy to consider applicable legal requirements or extraordinary circumstances.

The College will annually review this policy to determine whether modifications should be made.

## Appendix A: Range of Sanctions under this Policy

Members of the Saint Vincent community may be subject to disciplinary sanctions for violating this policy.

### Sanctions Applicable to Students

The sanctions for students are listed below.

1. **Warning.** An admonition that does not become part of a student's permanent record, but that may be taken into account in judging the seriousness of any future violation.
2. **Reprimand.** Reprimand is a stronger admonition than a warning, intended to signal that the student has committed a minor infraction, conveying that the student must be vigilant against future infractions, and providing a disincentive against future infractions in that a reprimand will not become part of the student's permanent record unless there is a subsequent infraction, at which point the reprimand will be formally recorded on the student's permanent record.

Both a warning and a reprimand may be considered in judging the seriousness of any future violation.

More serious violations may be met with the following formal responses which are recorded on the student's permanent record.

1. **Disciplinary Probation.** A more serious admonition assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, suspension with conditions, or in especially serious cases, expulsion from the College. Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction even if the probationary period has expired.

Disciplinary probation appears on a student's permanent record at the College (but not on the transcript) and may be disclosed by the College in response to requests for which the student has given permission or as otherwise legally required.

2. **Withholding of Degree.** In cases involving seniors or graduate students in their final semester, the College may withhold a student's degree for a specified period of time. This sanction is imposed instead of suspension at the end of a student's senior year or final year of graduate study when all other degree requirements have been met. A withheld degree is recorded on a student's transcript. Relevant information remains on the student's permanent record at the College and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.
3. **Suspension.** Removal from membership in the College for a specified period of time. A suspension is recorded on a student's transcript. Relevant information remains on the student's permanent record at the College and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.
4. **Suspension with Conditions.** Removal from membership in the College for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the appropriate body applying this sanction, have been fulfilled. These conditions may include, but are not limited to, restitution of damages, formal apology, or counseling. A suspension with conditions is recorded on a student's transcript. Relevant information remains on the student's permanent record at the College and may be disclosed by in response to requests for which the student has given permission or

as otherwise legally required.

5. **Expulsion.** Permanent removal from membership in the College, without any opportunity for readmission to the community. Expulsion is recorded on a student's transcript. Relevant information remains on the student's permanent record at the Saint Vincent and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

The following may accompany the preceding sanctions, as appropriate:

1. **Campus/Community Service.** Campus service up to 10 hours per week may be added to a reprimand or disciplinary probation. This sanction may be particularly appropriate in cases involving vandalism, disorderly conduct, and alcohol-related infractions.
2. **Campus Housing.** When appropriate to the infraction, particularly in instances involving antisocial behavior having a serious impact on the residential community, removal from Campus housing or relocation within Campus housing may be added to any of the other sanctions listed above, except warning and reprimand. Relocation within residence halls will be imposed only after consultation with the Dean of Students.
3. **Restriction of Access to Space, Resources, and Participation in Varsity Athletics/Activities/Student Programming.** When appropriate in cases involving behavioral misconduct between members of the community, restrictions may be placed on access to space and/or resources or on participation in activities so as to limit opportunities for contact among the parties.
4. **Educational Refresher Programs.** In addition to any of the sanctions listed above, a student may be required to participate in educational refresher programs appropriate to the infraction.
5. **Restitution.** The sanction for willful or reckless damage or vandalism will ordinarily include restitution for replacement or repair.

### **Sanctions Applicable to Faculty and Staff Members**

For violations of this policy by faculty or staff members, disciplinary sanctions may include (in accordance with the employment policies governing the employee in question) counseling or training, written warning, financial penalty, unpaid leave of absence, suspension (or recommendation for suspension), demotion, termination (or recommendation for termination) in accordance with applicable policies. Saint Vincent College may place a faculty or staff member on administrative leave during the pendency of a grievance process, provided that such action shall not modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

### **Sanctions Applicable to Non-Members of the Saint Vincent Community**

For violations of this policy by non-members of the Saint Vincent Community, including alumni, disciplinary sanctions may include being temporarily or permanently barred from the College, its programs and/or activities, or subject to other restrictions.

## Appendix B: Resources

If you are subjected to prohibited conduct and need immediate and/or ongoing assistance following an incident, the following resources, both off-campus and on-campus, are available:

- **Public Safety (On-Campus)**

Public Safety Officers are on duty 24/7 for emergency help in any situation. Victims can ask the Public Safety Office to help them report incidents of sexual misconduct and secure any required assistance. Public Safety Officers have the obligation to report incidents to the Director of Public Safety and the Title IX Coordinator. Public Safety may be reached by calling [724-805-2911](tel:724-805-2911).

- **Pennsylvania State Police (Off-Campus)**

The Pennsylvania State Police can generally be on the scene responding to an emergency situation at the College within 15 minutes. Victims of sexual violence are encouraged to file a report with the State Police. The Greensburg, PA barracks can be reached at [724-832-3288](tel:724-832-3288).

- **Wellness Center Counselors (On-Campus)**

The Counselors in the Wellness Center are available for ongoing counseling support. The Wellness Center is in the Carey Center and may be reached at 724-805-2115.

- **Campus Ministry (On-Campus)**

Pastoral counselors are available through Campus Ministry, which is located in the Carey Center and may be reached at 724-805-2350.

- **Blackburn Center Against Domestic and Sexual Violence (Off-Campus, Confidential)**

The Blackburn Center, located in Greensburg, PA, advocates for the rights of all individuals to live free from domestic and sexual violence in their homes and communities by eliminating the root causes of this violence and providing for the well-being and safety of survivors/victims.

Blackburn Center has numerous and wide-ranging resources available for victims of sexual violence. All services are available to children, women and men.

Assistance from the Blackburn Center can be received by calling [1-888-832-2272](tel:1-888-832-2272). This is a 24-hour, 7 day a week number answered by trained staff and volunteers, ready to provide free and confidential support as needed.

*All of the resources available through the Blackburn Center are FREE and CONFIDENTIAL; they can even be ANONYMOUS.*

- **Independent Psychological Counselor**

Dr. Elizabeth Ventura  
Professional Licensed Counselor  
Associates in Counselling and Wellness  
412-559-9152

- **Excela Hospital Latrobe (Off-Campus)**

Victims of sexual violence are encouraged to seek medical treatment immediately to address any physical injuries that may have occurred, preserve any evidence for a criminal complaint, even when a report is not made to law enforcement. If you are on campus and need immediate medical assistance, please contact Public Safety at x2911.

## APPENDIX D

### MEDICAL MARIJUANA POLICY

**Purpose:** The Medical Marijuana policy is a notification to all individuals on the Saint Vincent campus who have been prescribed medical marijuana. While the Commonwealth of Pennsylvania does permit medical marijuana for defined medical conditions, Saint Vincent, in accordance with Federal law, does not permit marijuana on campus under any circumstances.

Under federal law, specifically the Drug Free Schools and Communities Act, marijuana in all forms (regardless of medical necessity), is an illegal drug. Saint Vincent must abide by and certify it is in compliance with all federal laws and regulations, to be eligible to receive federal funding, through Title IV in the form of student financial aid (grants, loans, and work study programs), as well as other forms of federal funding. Federal law requires Colleges/Universities to adopt and enforce written policy that bans the possession, storage, or cultivation of marijuana, even for medical purposes, on campus or in connection with college activities. The college is also subject to the Federal Controlled Substance Act, which has marijuana listed as a schedule I drug.

**Scope:** This policy applies to anyone who has a physical presence on Saint Vincent properties, instructional locations, or at off campus activities and events sponsored by Saint Vincent. This includes students, employees, visitors, contractors, and employees who work for contractors, including food service personnel.

**Policy:** Marijuana, including medical marijuana, is prohibited on Saint Vincent properties and instructional locations, as well as at college sponsored, conducted, or authorized events and activities held off campus.

# ALMA MATER

*Saint Vincent, Saint Vincent  
Our Mother and our guide!  
To honor and love thee  
Shall ever be our pride.*

*Thy guiding hand hath shaped our course  
On life's unruly sea;  
Until the end with grateful hearts  
We shall be true to thee.*

