



Albertus Magnus College

Report to the General Assembly Education Committee Pursuant to Public Act 14-11

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October 1, 2025

Ms. Megan Villanova

Higher Education and Employment Advancement Committee Clerk

Albertus Magnus College report for the Connecticut General Assembly, Public Act 14-11

Dear Ms. Megan Villanova,

Please accept the following as Albertus Magnus College's submission to the Connecticut General Assembly, in accordance with PA 14-11. Please do not hesitate to contact me with any questions or concerns.

Sincerely,

Dr. Matthew Lavery

Title IX Coordinator and Assistant Dean of Student Affairs

Hubert Campus Center 102C

700 Prospect Street

New Haven, CT 05611

203-672-1056



In accordance with Public Act 14-11, Albertus Magnus College submits the following report for the 2024 calendar year.

A. Policy

Albertus Magnus College's Title IX Sex-Based Misconduct & Intimate Partner Violence and Non-Title IX Sex Based Discrimination and Harassment Policy (which includes Sexual Misconduct, dating violence, domestic violence, stalking, and other harassment and discrimination) is available on our website at: <https://www.albertus.edu/student-life/title-ix/>. [Appendix A](#) is a copy of the policy. This policy was implemented by the College prior to the start of the 2024 year.

Our policy and procedures exist as their own stand-alone document online as the *Title IX Sex-Based Misconduct & Intimate Partner Violence and Non-Title IX Sex Based Discrimination and Harassment* policy, and both in print and online as part of Albertus Magnus College's Student Handbook: "*The Source*". All new students, student athletes, new faculty, new staff, athletics department staff, and Title IX team members (investigators, advocates, advisors, hearing board members, appeal board members, etc.) are trained annually on the College's Title IX policies, and are provided links to the various locations that contain a copy of the policy.

Dissemination of the College's Title IX policy to all faculty and staff occurs annually in August, before the start of the next academic year, or when updates or changes are made to the policy.

B. Notification of Victim's Rights and Options

Written notification of student's rights and options is shared with all students at the beginning of both the Fall and Spring semesters, or when changes or adjustments to those rights or options are made. Additionally, all complainants receive written notification of their rights and options when they file and/or report a complaint to/with the College.

Victim's rights and options may also be found online at:

- The Albertus Magnus College Student Handbook "*The Source*" ([APPENDIX C](#)): and <https://www.albertus.edu/student-resources/student-handbook.php>,
- Albertus Magnus College's Title IX Policy: <https://www.albertus.edu/student-life/title-ix/>

c. Prevention, Awareness, and Risk Reduction Programs Students:

New Student Orientation: In January and August of each year, all new students participate in workshops on College policies on Title IX and Sexual Misconduct as well as Green Dot™ Bystander Intervention Training.

Student Athlete Training: All student athletes undergo annual training on both Title IX and Sexual Misconduct policies, and Green Dot™ Bystander Intervention training with their respective teams.

Student Employee Training: in January and June or August of each year, all Resident Assistant and Orientation Leader student employees undergo training on College policies on Title IX and Sexual Misconduct, and bystander intervention training.

Faculty/Staff:

New Employees: All new employees at Albertus Magnus College are provided education training on the College's Title IX policy and Sexual Misconduct response procedures during their on-boarding process.

All Employees: All Albertus Magnus College employees receive annual training on the College's Title IX and Sexual Misconduct policies, participate in Sexual Harassment in the Workplace training, and complete Sexual Misconduct training through an online training platform.

Student Conduct Committee (Hearing board, investigators, advisors, etc.): All faculty and Staff who participate in any part of the Title IX adjudication process receive specific training for the role they are performing and in-depth training on the College's Sexual Misconduct and Gender-Based Violence Policy in addition to Title IX regulations.

Athletics Staff: All Albertus Magnus College athletic staff participate in annual training on Title IX regulations, the College's Sexual Misconduct and Gender-Based Violence policy, and Bystander Intervention training, in addition to the training all employees receive.

List of Programs: [APPENDIX B](#) provides a complete summary of all programs and events provided for Students, Faculty, and Staff, and serves as a summary of programs and events that focus on prevention, awareness, and risk reduction efforts on the Albertus Magnus College campus.

d. Type of Prevention and Campaign Awareness Programs

- Green Dot™ Bystander Intervention Program
- “Know Your IX” program campaign: education on College policies and Title IX regulations performed in Residence Halls and online
- “No”-vember events around consent and sexual assault awareness

- Title IX Brochures: Brochures were provided to Campus faculty, staff, and student employees, and made available to the general campus population with information about resources, contact information for the Title IX Coordinator, and information on how to report perceived violations.
- Student Conduct Committee comprised of Staff and Faculty across campus was created. This committee can be used for Title IX and Community Standards.
- Title IX Website Link: A link to the College's Title IX webpage was added to the bottom of every College website page so it can be accessed within one click from anywhere on the website.
- Title IX information added to all prospective student information packets and all employee application submission acknowledgement letters.
- Title IX Coordinator was added to the Albertus Magnus College Athletics' Staff Directory.
- We are a member of Prevention of Power Based Violence grant from the Department of Justice Office on Violence Against Women campus Program. Within this grant, we have a CCRT Team that reaches across campus departments and community resources.
- We are a Jed grant campus. This grant allows for trainings from outside sources on student issues and prevention.

E. Number of reported incidences to the College

The information report below is representative of the 2024 year.

Type	Number of Incidents Reported	Number of Anonymous or Confidential Reports	Number of Cases (supportive measures only)	Number of Discipline Cases	Outcomes of Discipline
Sex Based Misconduct (Including Sexual Assault and Sexual Harrassment)	4	0	3	1	Finding of Not Responsible
Stalking	1	0	0	0	
Dating Violence	0	0	0	0	
Domestic Violence	0	0	0	0	

APPENDIX A

Title IX Sex-Based Misconduct & Intimate Partner Violence

Type or category of Policy:	College
Authored By:	Dr. Matthew Lavery, Assistant Dean for Student Affairs & Title IX Coordinator
Responsible Office:	Student Affairs & Title IX
Contact:	Dr. Matthew Lavery, Title IX Coordinator, (203) 672-1056, mlavery@albertus.edu
Date Submitted:	1/10/24
Revised Date:	1/10/25

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I. STATEMENT OF BASIS AND PURPOSE

Albertus Magnus College is committed to promoting a learning and working environment where sex-based misconduct (such as sexual harassment and sexual assault), intimate partner violence (such as dating violence, domestic violence and stalking) and other Prohibited Conduct as defined below, is not tolerated. This policy prohibits Prohibited Conduct in all College programs and activities and other circumstances described below. Conduct prohibited by this policy also may violate laws enforced through the public criminal justice system. Individuals may decide to utilize both this policy and the public criminal justice system simultaneously, or to utilize either this policy or the criminal justice system, to address covered conduct. Albertus Magnus College proceedings that involve alleged violations of this policy will be conducted through a process that is prompt, equitable, fair, impartial, and provides adequate notice and a meaningful opportunity to be heard, as outlined below and in accordance with applicable law.

This policy applies to conduct involving students, employees, or third parties (e.g., contractors, alumni, visitors) that: (a) occurs on College property, (b) takes place in any College-sponsored program or activity such as travel, research, or internship programs or (c) when such conduct may have a continuing adverse effect or could create a hostile environment on campus even though the student conduct occurs off College property.

Our commitment is rooted in the Dominican tradition along with the Dominican Sisters of Peace, which affirms the unique worth of each person and shares a commitment to building a world that is more just, peaceful, and humane. The dignity of the individual should never be violated in any way, and the College community views, with seriousness, violations of this policy against any person.

This policy shall apply regardless of race, color, religion, creed, ethnicity, national origin, gender, age, sexual orientation, gender identity or expression, familial status, veteran status, disability, predisposing genetic characteristics, domestic violence victim status, or other characteristics as protected and defined by federal or state law. Acts of discrimination and harassment, which are offenses directed against persons because of their identification with one of these categories, are prohibited under Albertus Magnus College's Discrimination and Harassment Policy. Where conduct is covered by both this Title IX Sex-Based Misconduct Policy and the Discrimination and Harassment Policy, the College will use the procedures set forth in this policy to resolve the allegation(s).

Accordingly, Albertus Magnus College is committed to:

- Defining conduct that constitutes Prohibited Conduct.
- Providing clear reporting options for all members of our campus community and visitors.
- Promptly responding to and investigating allegations of Prohibited Conduct, including taking steps to eliminate a hostile environment if one has been created, prevent the recurrence of future incidents of Prohibited Conduct, and to restore or preserve a Complainant's equal access

to the College's education programs or activities. The College's response may include pursuing disciplinary action when appropriate, referring the incident to local authorities when appropriate, and acting to investigate and address any substantiated reports of retaliation.

- Providing ongoing assistance and support to members of our campus community who file complaints of Prohibited Conduct.
- Providing awareness and prevention information on Prohibited Conduct, including disseminating our policies and implementing training and educational programs for all College constituents.

II. TITLE IX AND THE TITLE IX COORDINATOR RESPONSIBILITIES

A. Albertus Magnus College has designated and authorized its Title IX Coordinator as the College employee who has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and related regulations issued by the U.S. Department of Education in May 2020, 34 C.F.R., Part 106 ("May 2020 Title IX regulations") to implement Title IX, which prohibit sex-based misconduct in all of the College's programs and activities, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX or the May 2020 Title IX regulations.

B. The Title IX Coordinator oversees the College's response to reports and complaints that involve possible Prohibited Conduct, to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the College can address issues that affect the wider College community.

C. An individual should contact the Title IX Coordinator in order to:

- Seek information or training about rights and courses of action available to resolve reports or complaints that involve potential violations of this policy.
- Make a report that involves potential violations of this policy.
- Get information about available resources (including confidential resources) and support services relating to Prohibited Conduct.
- Ask questions about the College's policies and procedures regarding Prohibited Conduct.

D. The Title IX Coordinator at Albertus Magnus College is:

Dr. Matthew Lavery,
Hubert Campus Center, Office 102C in the Student Life Suite
Albertus Magnus College
700 Prospect Street
New Haven, CT 06511
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E. The following individual serve as Deputy Title IX:

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III. TERMINOLOGY

A. Definition of Consent:

“Consent” refers to words or actions that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the sexual conduct at issue. A person who is Incapacitated is not capable of giving Consent.

Understanding Consent

Consent for purposes of this policy is:

- Informed (knowing)
- Voluntary (freely given)
- Active (not passive), meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity.

Connecticut law specifies that individuals under the age of 16 are incapable of giving consent.

Consent cannot be obtained by Force. Force includes the use of (a) physical violence, (b) threats, (c) intimidation, and/or (d) coercion.

- a) Physical violence means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.
- b) Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.
- c) Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit). Previous occurrences of threats or physical violence may also constitute intimidation.
- d) Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes clear a decision not to participate in a particular form of sexual contact or sexual intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the University will consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

Consent cannot be gained by taking advantage of or causing the incapacitation of another.

Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Consent will be determined with the following principles in mind:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated (see definition below).
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

B. Definition of Incapacitation / Incapacitated:

Incapacitation is defined as a state in which someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction)."

“Incapacitated” refers to the state where a person does not appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition or disability, or due to a state of unconsciousness or sleep.

Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking or using drugs. The impact of alcohol and other drugs varies from person to person.

One is not expected to be a medical expert in assessing incapacitation. One must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. Although every individual may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady walking or standing, vomiting, unusual behavior, or unconsciousness. A person who is incapacitated may not be able to understand some or all of the following questions: “Do you know where you are?” “Do you know how you got here?” “Do you know what is happening?” “Do you know who is with you?”

One should be cautious before engaging in Sexual Contact or Sexual Intercourse when either party has been drinking alcohol or using other drugs. The introduction of alcohol or other drugs may create ambiguity for either party as to whether Consent has been sought or given. If one has doubt about either party’s level of intoxication, the safe thing to do is to forego all sexual activity.

Having sex with someone whom the Respondent knew, or should have known to be, incapacitated (mentally or physically) is a violation of this policy. In evaluating Consent in cases of incapacitation, the College asks the following two questions: (1) Did the Respondent know that the Complainant was incapacitated? and if not, (2) Would a reasonable person in a similar set of circumstances as the Respondent have known that the Complainant was incapacitated? If the answer to either of these questions is “yes,” there was no Consent; and the conduct is likely a violation of this policy.

A person may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition.

C. Definition of Sexual Activity:

“Sexual Activity” shall have the same meaning as “sexual act” and “sexual contact” as defined below:

1. contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight;
2. contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;

3. the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person; or
4. the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

“Sexual contact” means the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

“Sexual activity” also includes sexual acts and sexual contact as described in the definitions of Title IX Sex-based Misconduct and Non-Title IX Sex Based Misconduct below.

D. Definition of Complainant:

“Complainant” shall mean a student or employee who has experienced the sex-based misconduct. In some instances, the College may proceed with an investigation and resolution process without a named Complainant (see Section X).

E. Definitions of Respondent:

“Respondent” is a person that has been alleged of a violation who is a member of the Albertus Magnus community (student or employee). A “Respondent” is not considered responsible for the alleged actions until a finding of responsible is determined.

F. Definition of Witness:

A “witness” is defined as an individual who has knowledge of facts that may be relevant to the resolution of an allegation.

G. Definition of Advisor

An advisor is a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process and to advise the party on that process.

IV. DEFINITIONS AND BEHAVIORAL EXAMPLES OF PROHIBITED CONDUCT (TITLE IX SEX-BASED HARASSMENT AND NON-TITLE IX SEX BASED MISCONDUCT)

This policy prohibits the following forms of misconduct, collectively referred to throughout the policy as “Prohibited Conduct”. Due to certain requirements in the May 2020 Title IX regulations and the College’s desire to define and address Prohibited Conduct consistently with its institutional values and practices, the definitions of Prohibited Conduct set forth below are grouped into two general categories, as follows:

Title IX Sex-Based Misconduct (i.e., Quid Pro Quo Sexual Harassment, Severe,

Pervasive and Objectively Offensive Sexual Harassment, Sexual Assault, and Domestic Violence, Dating Violence and sex-based Stalking that fall within the scope of Title IX)

- and –

Non-Title IX Sex-Based Misconduct (i.e., Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking that fall outside the scope of Title IX, Sexual Exploitation, Sexual Coercion, and Retaliation, as defined below).

Specifically, Title IX Sex-Based Misconduct and Non-Title IX Sex Based Misconduct are defined as follows for purposes of this Policy:

Title IX Sex-based Misconduct

“Title IX Sex-based Misconduct” is a subset of Prohibited Conduct. Under the ay 2020 Title IX regulations, the College is required to prohibit certain forms of sex-based misconduct as defined in those regulations. Title IX Sex-based Misconduct is Prohibited Conduct of the following types committed by or against students and/or employees in an education program or activity of the College, in the United States. Further, in order for the College to consider a Formal Complaint of such misconduct as falling within its Title IX Sex-based Misconduct policy and procedures, the Complainant must be participating in or attempting to participate in an Albertus Magnus College program or activity at the time the complaint is filed.

Conduct takes place within the College’s “programs and activities” when that conduct occurs: (1) in a location, at an event, or in a circumstance where the College exercises substantial control over both the Respondent and the context in which the conduct occurs; or (2) in any building owned or controlled by a student organization recognized by the College. Conduct that occurs off campus in locations or at events with no connection to the College is unlikely to have occurred in a program or activity of the College.

A complaint about conduct that does not meet this strict definition for Title IX Sex-based Misconduct is still prohibited by this policy if it otherwise constitutes Prohibited Conduct within the definition of Non-Title IX Sex-Based Misconduct as defined below.

The following Prohibited Conduct definitions apply for purposes of the definition of Title IX Sex-based Misconduct:

Title IX Quid Pro Quo Sexual Harassment

Quid pro quo sexual harassment for purposes of the Title IX Sex-based Misconduct definition is conduct on the basis of sex committed in an education program or activity of the College in the United States by which an employee of the College conditions the provision of an aid, benefit, or service of the College on a student’s or employee’s participation in unwelcome sexual conduct.

Title IX Severe, Pervasive and Objectively Offensive Sexual Harassment

Severe, pervasive and objectively offensive sexual harassment for purposes of the Title IX Sex-Based Misconduct definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student or employee equal access to the College education program or activity.

Title IX Sexual Assault

As required by the May 2020 Title IX regulations, the College's definition of Title IX Sexual Assault incorporates the definitions of the FBI's Uniform Crime Reporting (NIBRS) program, and is defined as follows:

- **Rape:**

- The carnal knowledge of a person (i.e., penile-vaginal penetration), without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (it should be noted that any individual, regardless of gender identity, could be a Complainant under this definition);
- Oral or anal sexual intercourse (i.e., penile penetration) with another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
- To use an object or instrument (e.g., an inanimate object or body part other than a penis) to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- Both instances of attempted and/or completed rape will be considered the same.

- **Fondling:**

- The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (for purposes of this definition, "private body parts" includes breasts, buttocks, or genitals, whether clothed or unclothed).

- **Incest:**

- Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

- **Statutory Rape:**

- Sexual intercourse with a person who is under the statutory age of consent.

Sexual assault can be committed by any person against any other person, regardless of gender, gender identity, sexual orientation, or past or current relationship status. Sexual assault may occur with or without physical resistance or violence.

Any incident falling within this definition is a violation of College policy and is prohibited.

Title IX Dating Violence

Title IX Dating Violence for purposes of the Title IX Sex-Based Misconduct definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating Violence does not include acts covered under the definition of domestic violence.

Any incident falling within this definition is a violation of College policy and is prohibited.

Title IX Domestic Violence

Title IX Domestic Violence for purposes of the Title IX Sex-Based Misconduct definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes a felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

(E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Any incident falling within this definition is a violation of College policy and is prohibited.

Title IX Stalking

Title IX stalking for purposes of the Title IX Sex-Based Misconduct definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

For purposes of this definition—

(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker 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.

(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.

(C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Examples of stalking behaviors or activities include, but are not limited to the following, if they occur in the context of stalking as defined above (i.e., the behaviors or activities would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress):

(1) Nonconsensual communication, including face-to-face communication, telephone calls, voice messages, emails, text messages, written letters, gifts, or any other communications that are unwelcome;

- (2) Use of online, electronic or digital technologies, such as posting pictures or text in chat rooms or on websites, sending unwanted or unsolicited e-mail or talk requests, posting private or public messages on Internet sites, social networks, and/or school bulletin boards, installing spyware on a person's computer, or using Global Positioning Systems (GPS) or similar technology to monitor a person;
- (3) Pursuing, following, waiting for, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person;
- (4) Surveillance or other types of observation, including staring and voyeurism;
- (5) Trespassing;
- (6) Vandalism;
- (7) Non-consensual touching;
- (8) Direct verbal or physical threats against a person or a person's family member, pet or personal property;
- (9) Gathering information about a person from friends, family, or co-workers;
- (10) Accessing private information through unauthorized means;
- (11) Threats to harm self or others;
- (12) Defamation and/or lying to others about the person;
- (13) Using a third party or parties to accomplish any of the above.

Behaviors or activities that fall within this definition are violations of the College policy and are prohibited.

Non-Title IX Sex-Based Misconduct

Non-Title IX Sex-Based Misconduct is Prohibited Conduct that falls within the scope of this policy and the definitions below but that does not fall within the definition of Title IX Sex-Based Misconduct, either due to the nature of the conduct or because it did not reportedly occur within a program or activity of the College in the United States. Behavior that falls within the definition of Non-Title IX Sex Based Misconduct violates College policy and is prohibited. Such conduct is defined for purposes of this policy as:

Non-Title IX Sex-Based Misconduct

Non-Title IX Sex-Based Misconduct is any unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and or other verbal, nonverbal, or physical conduct of a sexual nature, that does not fall within the definition of Title IX Sex-Based Misconduct stated above. Non-Title IX Sex-Based Misconduct occurs when any of the following conditions are present:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of a college program or activity; or,
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, e.g. it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both the subjective perspective of the person who experiences such conduct and objective standard of a reasonable person's perception of such conduct.

A single isolated incident of sexual misconduct may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to establish the existence of a hostile environment, particularly if the harassment is physical. Conduct which is pervasive or persistent, even if not severe, may also create a hostile environment.

Sex-Based Misconduct may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, sex or gender, and/or sex or gender stereotyping, even if those acts do not involve conduct of a sexual nature.

Sex-Based Misconduct:

- May be blatant and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated;
- May or may not include intent to harm, be directed at a specific target, or involve repeated incidents;
- May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context;
- May be committed by a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship;

- May be committed by or against an individual or group;
- May occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation;
- May occur in the classroom, in the workplace, in athletic facilities, in residential settings, or in any other setting;
- May be a one-time event or part of a pattern of behavior;
- May be committed in the presence of others, when the parties are alone, or through the use of technology;
- May affect the Complainant and/or third parties who witness or observe harassment and are affected by it.

Examples of misconduct that may constitute sex-based misconduct as defined above may include a severe, persistent, or pervasive pattern of unwelcome conduct that includes one or more of the following:

- Physical conduct that does not meet the Title IX Sex -Based Misconduct definition and that involves:
 - Unwelcome touching, sexual/physical assault, impeding, restraining, or blocking movements;
 - Unwanted sexual advances.
- Verbal conduct:
 - Making or using derogatory comments, epithets, slurs, or humor;
 - Intentionally using incorrect pronouns or an incorrect name when a person has clearly stated their preferred name and pronouns;
 - Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and/or
 - Objectively offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes.
- Visual conduct:
 - Leering, making sexual gestures, displaying of suggestive or demeaning objects or pictures, cartoon or posters in a public space or forum;

- Severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading images. This example should not be understood to constrain academic freedom in teaching, research, or creative activity, or to limit intellectual and or expressive rights;
 - Letters, notes, or electronic communications containing comments, words, or images described above.
- Quid Pro Quo Sexual Harassment that does not meet the definition of Title IX Sex-Based Misconduct stated above:
 - Direct propositions of a sexual nature between those for whom a power imbalance, supervisory, or other authority relationship exists;
 - Offering educational or employment benefits in exchange for sexual favors;
 - Making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation, including subtle pressure for sexual activity, an element of which may be repeated requests for private meetings with no academic or work purpose; and/or
 - Making or threatening reprisals after a negative response to sexual advances.

Non-Title IX Sexual Assault

Sexual Assault (i.e., rape, fondling, incest or statutory rape) as defined in the Title IX Sex Based Misconduct Sexual Assault definition above that did not reportedly occur in a program or activity of the College in the United States, and attempts to commit such misconduct.

Non-Title IX Domestic Violence

Domestic Violence as defined in the Title IX Domestic Misconduct definition above that did not reportedly occur in a program or activity of the College in the United States.

Non-Title IX Intimate Partner Violence

Intimate Partner Violence as defined in the Title IX Sex Based Dating Misconduct definition above that did not reportedly occur in a program or activity of the College in the United States.

Non-Title IX Stalking

Stalking as defined in the Title IX Sex-Based Misconduct definition above that did not reportedly occur in a program or activity of the College in the United States, or that otherwise fits within the definition of stalking but does not fall within the Title IX Sex-Based Misconduct definition because the reported conduct is not directed at the Complainant on the basis of sex.

Non-Title IX Sexual Exploitation

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g., permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.

Non-Title IX Sexual Coercion

Acts constituting sexual coercion are acts that do not fall within the definitions of Title IX Sex Based Misconduct or Non-Title IX Sex Based Misconduct stated above and that involve using force, threats, alcohol or drugs, and/or using physical, emotional, or verbal pressure to have sexual contact with someone against their will, or where a person is incapable of giving consent for reasons including, but not limited to, the Complainant's age, the Complainant's incapacitation due to drugs or alcohol, or the Complainant's inability to give consent due to intellectual or other disability. Sexual contact includes kissing, patting, fondling, oral sex, genital touching, and any other sexual behavior that makes the Complainant feel uncomfortable.

Retaliation

Retaliation means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX or the May 2020 Title IX regulations or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing regarding Prohibited Conduct (including both Title IX Sex Based Misconduct and Non-Title IX Sex Based Misconduct). Retaliation is strictly prohibited.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sex based misconduct, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sex based misconduct, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, constitute retaliation, as do any adverse action taken against a person because they have made a good faith report of Prohibited Conduct or participated in any proceeding under this Policy.

Retaliation may include intimidation, threats, coercion, harassment, or adverse employment or educational actions that would discourage a reasonable person from engaging in activity protected under this policy. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance process under this policy does not constitute prohibited retaliation, provided, however, that a determination regarding responsibility is not alone sufficient to establish that any party made a materially false statement in bad faith.

The College will not engage in, and will investigate and address, reports of retaliatory conduct. Retaliation under this policy may be found whether or not the underlying complaint is ultimately found to have merit.

V. DEFINITION OF EMPLOYEE CONSENSUAL RELATIONSHIPS

Albertus Magnus College does not intrude upon private choices regarding personal relationships when these relationships do not violate the policies of the College, cause harm to the safety and wellbeing of members of the campus community, or increase the risk of harm to the safety and wellbeing of members of the campus community.

Should an employee be found in violation of the consensual relationship policy and charges of sex-based misconduct are made, it shall not be a defense to allege that the relationship was consensual in any proceeding brought under these procedures.

A. With other employees:

Consensual romantic or sexual relationships in which one employee retains a supervisory line or evaluative role over another employee are unethical, create a risk for real or perceived coercion, and are expressly a violation of this policy. Therefore, persons with a supervisory line and/or evaluative responsibilities who are involved in such relationships must bring those relationships to the attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory and/or evaluative responsibilities.

B. With students:

Unique relationships exist between students and certain employees of the College, such as faculty members, administrators, and staff who serve in such roles as educator, counselor, evaluator, advisor, or who exercise other types of control over students. Given the possibility that abuse of this relationship or the appearance of abuse may occur, the College views it as unacceptable if faculty members or other instructional personnel, administrators, or staff members engage in amorous relationships with students enrolled in their classes or subject to their supervision, control, or authority, even when both parties appear to have consented to the relationship.

VI. IMMEDIATE ASSISTANCE IN CASES OF PROHIBITED MISCONDUCT

Students, faculty, staff, administrators, and visitors at Albertus Magnus College who experience any form of sex-based misconduct on or off-campus (including Albertus Magnus-sponsored trips and events) are strongly encouraged to immediately report the incident by contacting Albertus Magnus College's Department of Public Safety (203-773- 8509), which is available 24 hours a day, 7 days a week, and/or local law enforcement, by calling 911. An initial choice to use one of these avenues does not preclude a later or simultaneous decision to use one or more of the others. Campus public safety officers can also assist the Complainant with filing a complaint both on and off campus, and in obtaining immediate medical attention, counseling, and other services.

VII. OBTAINING IMMEDIATE MEDICAL ATTENTION AND EMOTIONAL SUPPORT

Albertus Magnus College is committed to assisting anyone who experiences Prohibited Misconduct to seek comprehensive medical attention as soon as possible to treat injuries, obtain preventative treatment for sexually transmitted diseases, and preserve evidence, among other things. For sexual assaults in particular, immediate treatment and the preservation of evidence of the assault are important for many reasons, including facilitating a criminal investigation, in the event the Complainant decides to pursue one. In addition, individuals who have experienced or witnessed Prohibited Conduct are encouraged to seek emotional support as soon as possible, either on or off-campus.

- A. On-campus resources include nurses at Albertus Magnus's Health Services and counselors in Albertus Magnus's Counseling Center. Counselors are trained to provide crisis intervention.

- B. For off-campus resources, Albertus Magnus maintains a list of providers, including rape crisis centers and domestic violence shelters. This list includes information about WFC Sexual Assault Crisis Services which is specially equipped to handle sexual misconduct and trained to gather evidence from such assaults. The SANE program at local hospitals provides medical exams to victims/survivors of sexual assault. As part of this program, an advocate is available to assist and support victims/survivors through the process. Community Resources can be found in Appendix A.

VIII. REPORTING, CONFIDENTIALITY, PRIVACY AND CHOICE OF ACTIONS IN RESPONSE TO PROHIBITED MISCONDUCT

Any individual may make a report to College officials and/or law enforcement officials that they have experienced, observed, or have information about Prohibited Conduct.

A. Options in General:

Complainants have many options that can be pursued simultaneously, including the following:

- Confidentially disclose a crime or violation to the Counseling Center or Health Services. Confidential resources can share options and advice without any obligation to tell anyone, and will not share information without the consent of the Complainant.
- Anonymously disclose a crime or violation to the Public Safety anonymous tip line on the Live Safe App. The College may have a duty to investigate anonymous disclosures to the extent possible, based on the information disclosed.
- Make a report to a College Official/Responsible Employee/Law Enforcement.

Complainants have the right of privacy when reporting to College officials responsible employees, to the extent possible under the circumstances. However, information must be shared with other administrators who have a need to know. Reports to College officials, responsible employees and law enforcement officers serving in such capacity are known as private but not confidential, as described further below.

- o Public Safety (Private, Not Confidential)
- o Local Law Enforcement (Private, Not Confidential)
- o Connecticut State Police (Private, Not Confidential)

- o Title IX Coordinator (Private, Not Confidential)

- o Deputy Title IX (Private, Not Confidential)

- Reports to the College's Title IX Coordinator and/or Deputy Title IX Coordinator may be made by any individual 24 hours per day/7 days per week via contact information provided above, and to College Public Safety 24 hours per day/7 days per week at 203-773-8509.
- Individuals with a disability may request accommodations to ensure their full and equal participation in reporting incidents of Prohibited Conduct, as well as the investigatory and adjudicatory process under this policy. Requests for accommodations in connection with the reporting, investigatory and/or adjudicatory process are determined on an individual basis by the Title IX Coordinator or designee, in consultation with the College's ADA/Section 504 Coordinator as appropriate.

Reports of Prohibited Conduct should be filed with the Title IX Coordinator or designee, Public Safety, or Deputy Coordinator as soon as possible after the incident(s) occurred or in a timely manner. While Complainants are welcome to file a report or complaint at any time, Complainants are encouraged to come forward as soon as possible because a delay in reporting or making a complaint may impact the effectiveness of the investigation. Delays in reporting may impair the College's ability to investigate due to, but not limited to, fading memories and the availability of witnesses and evidence.

If the accused is an employee of the College, Complainants may also disclose a report to the College's Director for Human Resources or designee, and Complainants may request that a private or confidential employee resource assist them in doing so.

B. Confidentiality and Confidential Resources:

May 2020 Title IX regulations contemplate that certain information will generally be treated confidentially, except as qualified by statements in those regulations. For example, the regulations provide that colleges must maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the supportive measures. The regulations also provide that institutions must keep confidential the identity of any individual who has made a report or complaint of sex based misconduct, including any individual who has made a report or filed a formal complaint of sex based misconduct, any Complainant, any individual who has been reported to be the perpetrator of sex based misconduct, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing, or judicial proceeding arising under those regulations.

In accordance with the May 2020 Title IX regulations, the College will not access, consider, disclose, or otherwise use a party's privileged records or require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Confidentiality may be offered by an individual who is not required by law to report known incidents of sex-based misconduct or other crimes to College officials in a manner consistent with state and federal law, including but not limited to 20 U.S.C. 1092 (F) and 20 U.S.C. 1681 (A). Licensed mental health counselors and medical providers are examples of College employees who may offer confidentiality.

Confidential Resources are encouraged to submit non-identifying information about violations of this policy to Public Safety for the purposes of anonymous statistical reporting under the Clery Act.

Any member of the College community who is not prepared to make a report or who may be unsure how to characterize the incident that occurred, but who still seeks information and support, is encouraged to contact a Confidential Resource.

At Albertus Magnus College, the following is the list of Confidential Resources:

- Counseling Center: 203-773-8149
- Health Services: 203-773-8938

These are the only Albertus Magnus College employees who can offer legally protected confidentiality. These individuals are not required to report any information about an incident to the Title IX Coordinator or designee without a Complainant's permission. While professional counselors will maintain an individual's confidentiality vis-à-vis the College, they may have reporting or other obligations under Connecticut law, e.g., mandatory reporting to law enforcement in case of minors, imminent harm to self, or others. An individual who speaks to a professional in these specific roles must understand that, if the individual wants to maintain confidentiality, the College will be unable to conduct an investigation into particular incidents or pursue disciplinary action against the alleged Respondent.

Confidential resources may assist individuals in receiving other necessary protection and support, such as survivor advocacy, academic support or accommodations, disability, health and mental health services, changes in residence halls, working and course schedules and other Supportive Measures, in coordination with the Vice President for Student Affairs and Dean of Students Office.

Individuals who initially request confidentiality may later decide to file a complaint with the College and/or report the incident to New Haven or State Police, and thus have the incident investigated. These counselors

will provide the individual with assistance in contacting the Title IX Coordinator or designee if the individual wishes to do so.

C. Privacy/Non-Confidential:

Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law, but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate College officials.

Even College offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator or designee to investigate and/or seek a resolution.

If a Complainant or other individual discloses an incident of Prohibited Conduct to a responsible employee but the Complainant wishes to maintain confidentiality or does not consent to the College's request to initiate an investigation, the Title IX Coordinator or designee must weigh the request against the College's obligation to provide a safe, non-discriminatory environment for all members of its community. As noted in the Supportive Measures section below, the College shall assist with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of reporting choices.

D. Duty to Report by Responsible Employees:

"Responsible Employees" have a duty to report incidents of Prohibited Conduct, including all relevant details, to the Title IX Coordinator or designee. A "responsible employee" is an Albertus Magnus College employee who has the authority to redress Prohibited Conduct or who has the duty to report incidents of Prohibited Conduct. Such employees will be discreet and will respect a Complainant's wish for privacy as described in this policy, but they are not permitted under any circumstances to maintain a Complainant's complete confidentiality.

With the exception of those serving in their role as a confidential resource, Albertus Magnus has designated all full-time and part-time faculty, administrators, staff, coaches, and community assistants as responsible employees. Any responsible employee with a duty to report violations of this policy who receives a complaint of Prohibited Conduct or who observes or learns of conduct that is reasonably believed to be in violation of this policy, is required to report the alleged conduct to the Title IX Coordinator or designee and/or Public Safety who will take appropriate action to address the report.

A responsible employee must report to the Title IX Coordinator or designee and/or Public Safety all relevant details about the alleged Prohibited Conduct shared by the Complainant or other individual and that the College will need to determine what happened, including the names of the Complainant and alleged Respondent, any witnesses and any additional relevant information, including the date, time, and specific location of the alleged incident.

Managers and supervisory personnel are required to report to the Title IX Coordinator any instance or allegation of prohibited conduct involving any employee that is disclosed to, observed by, or otherwise known to that employee whether or not the employee is a potential Complainant or Respondent and whether or not the employee has any formal connection to the manager or supervisor.

E. Law Enforcement:

Some or all of the Prohibited Conduct described above is prohibited, in separate ways, by Connecticut State Law and Albertus Magnus College policy. Thus, offenders may be prosecuted under Connecticut State criminal statutes and also be subject to disciplinary action by the College.

The College may choose to pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to prosecute. The College will assist Complainants in contacting law enforcement and/or other appropriate authorities for the purpose of obtaining orders of protection or other similar relief available through the court system, and will, to the extent that it is able, facilitate the implementation of any on-campus or College program-related restrictions imposed by such orders.

Albertus Magnus College will investigate Prohibited Conduct in accordance with this policy even if a law enforcement investigation is also occurring. Albertus Magnus College's investigative and conduct process will run concurrently with any criminal justice investigation and proceeding except for temporary delays as requested by external law enforcement entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) business days except when law enforcement specifically requests and justifies a longer delay.

F. Anonymous Reporting:

If a Complainant self-identifies but asks to remain anonymous during the investigation, the Title IX Coordinator or designee will consider how to proceed, taking into account the Complainant's wishes, the College's commitment to provide a safe environment, and the Respondent's right to have specific notice of the allegations if the College were to take action that affects the Respondent.

G. Welfare of the Community (Amnesty) Policy:

The health and safety of every student at Albertus Magnus College is of utmost importance. Albertus Magnus College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that Prohibited Conduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Albertus Magnus College strongly encourages students to report Prohibited Conduct to College officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of Prohibited Conduct to College officials or law enforcement will not be subject to disciplinary action under Albertus Magnus' code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the Prohibited Conduct. This policy may also be applied, but not limited to: alcohol or drug related incidents, and situations of vandalism and damage. The policy only applies to the College's Student Code of Conduct and has no status in other jurisdictions such as local or state courts.

H. Exception to Obligation to Investigate:

If an individual discloses information through a public awareness event such as candlelight vigils, protests, or other public event, the College is not obligated to begin an investigation based on such information. The College may use the information provided at such an event to inform efforts for additional education and prevention efforts.

IX. JEANNE CLERY ACT AND TIMELY WARNING

A. Jeanne Clery Act:

In concert with our Catholic and Dominican Mission, Albertus Magnus College strives to create an environment that is respectful of all and conducive to learning and living. Crimes and acts of violence are not tolerated. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act has been amended multiple times. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as "the Clery Act") in memory of Jeanne Clery who was slain in her dorm room in 1986. The reauthorization of the Violence Against Women Act (VAWA), signed by President Obama in March 2013, which includes the Campus Sexual Violence Elimination Act (Campus SaVE) amended the Clery Act. All incidents of domestic misconduct, dating misconduct, and stalking must now be reported in addition to reporting incidents of sexual assault. These statistics can be found in the Annual Security and Fire Safety Report. The report includes statistics for the previous three years concerning reported crimes and

institutional policies addressing campus security. To obtain a copy of this report contact the Director of Public Safety or visit: https://drive.google.com/file/d/1okBixvRHI42I-as04WTC_cJn8triHGEq/view

B. Timely Warning:

1. In the event a situation arises within the College's Clery Geography that, in the judgment of the Director of Public Safety or designee (who may consult with the Vice President for Student Affairs & Dean of Students, College Counsel and/or Title IX Coordinator or designee), which may pose a serious or continuing threat to students and employees, a campus-wide "Timely Warning" will be issued. The decision to issue a Timely Warning is made on a case-by-case basis considering the nature of the crime and the continuing danger to the campus community. The warning will be provided to students and employees in a manner that is timely, and that is designed to aid in the prevention of similar occurrences. Timely Warnings will include information about the crime that triggered the Timely Warning but will not include personally identifiable information about the victim of the crime. Timely Warning Notices are generally written and distributed by the Director of Public Safety (or designee) or the Vice President for Student Affairs & Dean of Students' Office and are sent via email to students, faculty, staff, and administrators. A copy of the notice may also be posted on campus buildings.
2. The Director of Public Safety or their designee may issue a "Public Safety Advisory" where the precipitating incident(s) is/are not Clery Crimes and/or do not rise to the level of a "Timely Warning." These Public Safety Advisories may be issued to inform the campus community for their personal safety of ongoing non-Clery crimes, suspicious activity on campus, or crimes that do not fall within Albertus Magnus's Clery Geography. These "Advisories" may be disseminated to the campus community via email and/or postings on campus buildings.

I. INITIAL ASSESSMENT, INITIAL CONTACT WITH COMPLAINANT, SUPPORTIVE MEASURES AND EMERGENCY REMOVAL/ADMINISTRATIVE LEAVE

A. Initial Assessment

Upon receipt of a report of alleged sexual misconduct, the College's Title IX Response Team will conduct an initial assessment within 72 hours. The goal of this assessment is to provide an integrated and coordinated response to reports of Prohibited Conduct. The Title IX Response Team, led by the Title IX Coordinator or designee, assists in the review, investigation, and resolution of reports. The team may include the Title IX Coordinator or designee, Deputy Coordinators, and BIT Team. Depending on the roles of the parties involved in responding to a report, other designees (Vice President of Student Affairs / Dean of Students, College Counsel) may join the team. In all cases, the Title IX Response Team will be limited to a small number of individuals who need to be informed in order to provide an effective and equitable review and timely response to and resolution of reports, while protecting the privacy of parties as fully as possible. Regular members of

the Title IX Response Team receive annual training in strategies to protect parties who experience Prohibited Conduct and to promote individual and institutional accountability.

The assessment will consider the nature of the report(s), any witness statements obtained, the safety of the individual and of the campus community, and the Complainant's expressed preference for resolution in determining the appropriate course of action to eliminate the conduct at issue, prevent its recurrence, and address its effects.

The College's procedures for determining whether and how to proceed with the offering of supportive measures and/or the initiation of a formal or informal resolution process are outlined below.

B. Initial Communication with a Complainant

If a report alleges conduct that would, if proved, constitute Prohibited Conduct, the Title IX Coordinator or designee will:

- ❖ promptly contact the Complainant to discuss the availability of supportive measures as defined below;
- ❖ consider the Complainant's wishes with respect to supportive measures;
- ❖ inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- ❖ explain to the Complainant the process for filing a formal complaint.

C. Supportive Measures

If Prohibited Conduct is reported to College authorities, College personnel will work with the reported Complainant to determine whether supportive measures such as alternative academic, transportation, working and/or living situations and no-contact orders are reasonably available and necessary in their particular case. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or a Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter Prohibited Conduct. The Title IX Coordinator or designee will

work collaboratively with the Vice President for Student Affairs / Dean of Students, Director of Human Resources, and Vice President for Academic Affairs in providing supportive measures.

Interim measures may include, but are not limited to:

- Access to counseling services and assistance in arranging an initial appointment;
- Rescheduling of exams and assignments;
- Change in class schedule;
- Change in work schedule or job assignment;
- Residential accommodations, including but not limited to arranging for new College housing or for a temporary change in College housing;
- Arranging for medical services;
- Imposition of mutual restrictions on contact between the parties, known as a “no contact order”; a no contact order is an administrative remedy designed to curtail contact and communications between two or more individuals; no contact orders are not disciplinary in nature, though violation of no contact orders could result in College discipline;
- Providing the Complainant assistance with filing a criminal complaint and seeking an order of protection;
- Assistance in obtaining a sexual assault nurse examination
- Other academic accommodations, such as extensions of deadlines or other course related adjustments, course changes or late drops, or other arrangements as appropriate;
- Campus escort services and safety planning steps;

- Leaves of absence;
- Increased security and monitoring of certain areas of campus;
- Referral to resources which can assist with financial aid, visa, or immigration concerns;
- No trespass notices prohibiting the presence of an individual on College property;
- Other similar measures that can be used to achieve the goals of this policy (e.g., interim suspension or campus restriction pending the outcome of the investigation/process).

The Title IX Coordinator or designee will decide what supportive measures are reasonably available and necessary. Both the Complainant and the Respondent may appeal the need for, and the terms of, a supportive measure. The appeal must be made within three business days of when the measure was issued, and must be in writing to the Title IX Coordinator or designee. If parties wish to revisit the terms of supportive measures that have been provided or request additional supportive measures, they should contact the Title IX Coordinator or designee. The Title IX Coordinator or designee is ultimately responsible for coordinating the effective implementation of supportive measures.

All individuals are encouraged to report to the Title IX Coordinator or designee any concerns about the failure of another person to abide by any restrictions imposed through a supportive measure. In the event of an immediate health or safety concern, individuals should contact 911 immediately. The College will take immediate prompt action to enforce a previously implemented measure, and disciplinary penalties can be imposed for failing to abide by a College-imposed supportive measure.

D. Emergency Removal of Students

When the College determines that there is an immediate threat to the physical health or safety of any student or other individual arising from reported conduct that falls within the definition of Title IX Sex-Based Misconduct in this policy, the College can remove a student Respondent from its education program or activity and issue any necessary related no-trespass and no-contact orders. The College will make the decision to remove a student Respondent from its education program or activity based on an individualized assessment and risk analysis.

If the College makes such a decision, the student Respondent will be provided with notice and an opportunity to challenge the decision immediately following the removal. Specifically, the student Respondent shall have forty-eight hours in which to submit a letter to or appear personally or virtually before a College administrator to be designated by an identified high-level official who won't be on the emergency removal team to contest the emergency removal (though a meeting could be scheduled sooner if requested by the Respondent, if practicable).

E. Administrative Leave for Employees

The College always maintains the discretion to place non-student employee Respondents on paid administrative leave during the pendency of an investigation and resolution process conducted under this policy. In those instances, in which the College determines that an administrative leave will be unpaid and the Respondent will not be given the opportunity to challenge the suspension without pay before it was imposed through some other process. The College may place student-employee Respondents on administrative leave from their employment during the pendency of an investigation and resolution process, where deemed appropriate as a supportive measure, under circumstances where it can do so without unreasonably burdening the student employee Respondent.

G. Initial Determinations of Applicable Procedures, Dismissals, Transfers and Appeals of Such Determinations

When a Complainant requests an investigation, the Title IX Coordinator or designee will promptly upon receipt of a formal complaint:

- 1) determine whether the conduct alleged would, if proved, constitute Title IX Sexual Based Misconduct (i.e., Quid Pro Quo Sexual Harassment, Severe, Pervasive and Objectively Offensive Sexual Harassment, Sexual Assault, or sex-based Domestic Violence, Intimate Partner Violence or Stalking) as defined in the Title IX Sex Based Misconduct definition stated above;
- 2) determine whether the conduct allegedly occurred in College's education program or activity;
- 3) determine whether at the time the formal complaint was made, the Complainant was participating or attempting to participate in a College program or activity.

If a formal complaint of conduct that would, if proved, satisfy all three of these elements and constitute Title IX Sex Based Misconduct as defined in this policy is filed by a Complainant or signed by the Title IX Coordinator or designee, it will be investigated and resolved through the procedures applicable to Title IX Sex Based Misconduct matters as outlined below.

The College will investigate alleged Title IX Sex Based Misconduct when a Complainant submits a signed or electronically-submitted formal complaint to the Title IX Coordinator or designee and requests an investigation. The Title IX Coordinator or designee may also choose at their discretion to sign a formal complaint and initiate an investigation, even if the Complainant chooses not to do so. Again, if a reporting individual discloses Prohibited Conduct to a responsible employee but wishes to maintain confidentiality or does not consent to the College's request to initiate an investigation, the Title IX Coordinator or designee must weigh the request against the institution's obligation to provide a safe, non-discriminatory environment for all members of its community. In cases where the Complainant does not wish to submit a formal complaint but the Title IX Coordinator or designee decides in their discretion to sign a complaint and initiate an investigation and resolution process, the Title IX Coordinator or designee will not be a Complainant or otherwise a party to the matter.

If some but not all of the conduct alleged in the complaint satisfies all three of these elements and a formal complaint is received from a Complainant or signed by the Title IX Coordinator or designee, the College will address the entire matter through the procedures applicable to Title IX Sex Based Misconduct matters as outlined below (that is, it will as required by federal regulations follow Title IX Sex Based Misconduct procedures to address the alleged Title IX Sex Based Misconduct, and it will, to promote efficiency, choose to follow Title IX Sex Based Misconduct procedures to address Non-Title IX Misconduct and other Non-Title IX alleged misconduct in such mixed cases, so that all related misconduct may be addressed through one investigation and resolution process).

If it appears based upon initial review or upon information gathered during an investigation that the matter does not satisfy and/or no longer satisfies all three of these elements, the College will, as required by the May 2020 Title IX regulations, dismiss the matter for purposes of the Title IX Sex Based Misconduct process, and will transfer it for handling under the Non-Title IX Sex Based Prohibited Conduct procedures outlined here or in other College procedures, as deemed appropriate by the College. Investigation and resolution of a matter that does not fall within Title IX may be pursued, dismissed altogether, or transferred to another College process, as deemed appropriate in the College's discretion and/or as appropriate under applicable law.

Should the Title IX Coordinator or designee become aware of Prohibited Conduct, even if the person potentially subject to such conduct has not reported it or is unwilling to pursue a complaint, the College may conduct an investigation, as appropriate and as permitted by applicable law, and take any necessary action. In such cases the Title IX Coordinator or designee will convene the BIT Team. If, after review, the BIT Team unanimously determines that there is not enough evidence to support a complaint, the investigation will be closed. Otherwise, a complaint will be filed by the College as deemed appropriate.

Even if the initial allegations of a matter fall within the definition of Title IX Sex Based Misconduct, the College may (but is not required to) dismiss a formal complaint or any allegations therein if at any time during the investigation or resolution process:

- A Complainant notifies the Title IX Coordinator or designee in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;

- The Respondent is no longer enrolled at or employed by the College;

- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If a formal complaint is dismissed by the College under the circumstances described above, the College will simultaneously provide to the parties written notice (by electronic or other means) of the dismissal and the reasons for the dismissal, and notice of the parties' opportunity to appeal such dismissal through the Title IX Sex Based Misconduct appeal procedures outlined below.

If the Respondent is a student and an employee, the Title IX Coordinator or designee will determine which procedures apply based upon the facts and circumstances, such as whether the Respondent's status as a student or an employee predominates in the context of the Prohibited Conduct. If a student-employee is found to have engaged in Prohibited Conduct, the student- employee may be subject to sanctions both in connection with their employment, and in connection with their student status, as appropriate under these and other applicable procedures.

In Non-Title IX Sex Based Misconduct cases, the College will request that the Complainant provide a written complaint regarding the allegations, which may be submitted by the Complainant or dictated to a College official and ascribed to by the Complainant.

H. Notice

If the College initiates an investigation of Title IX Sex Based Misconduct or Non-Title IX Sex Based Prohibited Conduct it will provide to the parties a written notice (by electronic or other means) that includes:

- Information about the College's formal and informal resolution processes;

- A statement of the allegations of behavior potentially constituting Prohibited Conduct, including sufficient details known at the time and with sufficient time to prepare a response before any initial post-intake interview. Sufficient details include the identities of the parties involved in the incident,

if known, the conduct allegedly constituting Prohibited Conduct, and the date and location of the alleged incident, if known;

- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Information regarding the College's presumption of good faith reporting and a summary of the College's false information policy;
- Notification that parties may have an advisor of their choice, who may be, but is not required to be, an attorney. Costs incurred for having such an advisor are the parties' responsibility. If parties are unable to procure an advisor of their choice, Albertus Magnus has trained a number of faculty and staff as advisors. These advisors are available for either party throughout the investigative process and for the purpose of conducting cross examination (under the Title IX regulations) within the hearing process.
- Notification of existing counseling, health and mental health services available on campus and/or in the community;
- Notification that taking any retaliatory action (directly or through others) against any person involved in the investigation is prohibited and will be considered a separate violation of College policy;
- Notification that parties may inspect and review evidence during the investigation and resolution process, as provided below.

If in the course of an investigation the College decides to investigate allegations about any party that are not included in the notice described above, it will provide notice of the additional allegations to the parties whose identities are known.

If at any point a student or employee Respondent chooses, after having received formal notice of the allegations and after having confirmed in writing that they understand and are choosing to waive their rights under the formal procedures provided otherwise in this policy, to accept responsibility for the conduct as described in such notice, then the formal investigation process will be ended with a finding of responsibility and the matter will proceed to the sanctioning phase, as described in the applicable sanctioning section below. Both parties will receive notice that a finding of responsibility has been made in this matter, and will receive notice of the sanction(s). Both the Complainant and the Respondent may appeal the sanction(s) on the ground that the sanction(s) imposed are disproportionate to the violation of policy, under the appeals procedures outlined below.

I. CONSOLIDATION OF FORMAL COMPLAINTS

The College may consolidate formal complaints as to allegations of Title IX Sex Based Misconduct and/or Non-Title IX Sex Based Misconduct 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 such Prohibited Conduct arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

J. INVESTIGATIONS

If an investigation is to be conducted, the Title IX Coordinator or designee will appoint an investigator or investigators (referred to in the singular here for convenience), who will conduct the investigation. Investigators may be College employees or third-party contractors, as determined at the College’s discretion. The College will provide notice to the parties of the identities of the investigators. If a party believes that an investigator has a bias against or for Complainants or Respondents generally or them particularly as a party, or a conflict of interest, the party may submit a written objection to the Title IX Coordinator or designee within three (3) business days that outlines the basis for their objection to the investigator’s service. The Title IX Coordinator or designee will make a decision on such objections, and will appoint any alternate investigator, and follow this process as necessary, until an investigator is selected to conduct the investigation.

To the extent permitted by law, the Complainant and Respondent will be afforded the same rights and opportunities throughout the investigation and adjudication process, including the opportunity to recommend witnesses and submit evidence. However, investigation logistics, including but not limited to the sequence of interviews, the decision to interview particular witnesses, and the decision to allow or consider evidence offered by the parties, are within the discretion of the investigator.

The Complainant and Respondent will be asked to identify, preserve and submit all evidence pertaining to the matter under investigation, and to identify witnesses they believe may have relevant testimony to share. The investigator is not required to consider the evidence submitted or interview any particular witness, even if identified by one of the parties.

Complainants and Respondents are entitled to the same opportunities to have an advisor of their choice present at any interviews, meetings, or proceedings that they are attending related to the investigation and adjudication process under this policy. The advisor may advise the Complainant or Respondent privately, but cannot act as a speaking advocate at a meeting. An investigator or other College representative may terminate meetings, and/or proceed with the investigation or adjudication based on otherwise-available information, if an advisor is disruptive or otherwise refuses to comply with the requirements of this policy. While each party may have an advisor of choice, they may not compel any specific person to serve as their

advisor. The College's faculty and/or staff may be available to serve as advisors, but none are required to do so.

The College will endeavor to complete the investigation portion of the process within 90 business days of issuing a notice of investigation as described above, but this may be extended at the College's discretion due to factors such as the complexity of the matter, the availability of witnesses, requests by law enforcement agency for a temporary delay in the investigation process, College breaks, and other legitimate reasons.

A Complainant may choose to withdraw a complaint and/or involvement from the College process at any time. In such circumstances, the College will determine whether or not to sign and file a complaint and continue with the investigation in its discretion, weighing the Complainant's choosing to withdraw the complaint against the College's obligation to provide a safe, non-discriminatory environment for all members of its community.

K. Reporting Retaliation:

Individuals may file a complaint with the Title IX Coordinator or designee if they have been retaliated against for reporting sex-based misconduct, assisting someone in making such a report, or participating in any manner in an investigation or resolution of a sex-based misconduct complaint. Individuals may file a complaint with the Title IX Coordinator or designee if they have been subjected to retaliation as defined above. Student retaliation complaints will be referred to the Assistant Dean of Student Affairs or designee who will adjudicate them pursuant to the Student Code of Conduct. All employee retaliation complaints will be referred to the Office of Human Resources who will adjudicate them pursuant to the applicable employee handbook.

XI. RESOLUTION

The preponderance of evidence or "more likely than not" standard of review will be used during the formal resolution process.

General Investigation-Related Provision:

- Parties' equal opportunity to present witnesses may include evidence from fact and expert witnesses;

- Parties are not restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Parties whose participation is invited or expected will receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Preliminary Investigative Report

In both Title IX Sex Based Misconduct matters and Non-Title IX Sex-Based Misconduct matters, when the investigator has gathered all of the information that they determine should be gathered for purposes as an initial matter, the investigator and/or the Title IX Coordinator or designee will prepare a preliminary investigative report. The preliminary investigative report will summarize relevant evidence but will not contain any recommendations regarding whether the Respondent violated this policy or any other College policy at issue.

- The College will provide each party with an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and/or which the investigator does not deem relevant, and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Such evidence will not include un-redacted privileged records or information that may have been gathered or received during the investigation, absent written consent from the party holding the privilege.
- The College will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy.
- Parties and advisors are not permitted to download, print or copy such evidence subject to inspection and review, and are not permitted to re-disclose such evidence without the College's permission. Parties and advisors will be required to sign an acknowledgment form indicating that they understand these prohibitions. Violations of these prohibitions may subject parties to College discipline under applicable conduct codes.

REVIEW AND RESPONSE TO PRELIMINARY INVESTIGATION REPORT

At the conclusion of the investigation, the investigator will prepare a preliminary investigation report that fairly summarizes the relevant evidence and outlines the contested and uncontested information. The preliminary investigation report will not include any findings. In both Title IX Sex Based Misconduct and Non-Title IX Sex-Based Misconduct matters, the Complainant and the Respondent will have an opportunity to review the preliminary investigative report and provide written responses to the report.

The investigator will provide each party and their advisor, if any, with an opportunity to review the preliminary investigation report with electronic access to the evidence file. The evidence file includes any evidence obtained as part of the investigation that is directly related to the allegations, including evidence upon which the investigator does not intend to rely as well as inculpatory and exculpatory evidence obtained from a party or other source. During the review period, the parties will have an opportunity to meet with the investigator; submit additional comments and information to the investigator; identify any additional witnesses or evidence for the investigator to pursue; and submit any further questions that they believe should be directed by the investigator to another party or to any witness.

The parties will have ten (10) business days to review and submit an optional written response including any challenges to the relevance of evidence, to the investigator. Any response submitted will become part of the evidence file and will be made available to the other party. The investigator will consider any response(s) submitted prior to completing the final investigative report. In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the investigator during the designated review and response period will **not** be considered in the determination of responsibility for a violation of the Policy, and will **not** be considered by the hearing officer.

FINAL INVESTIGATIVE REPORT

Final Investigative Report Generally

In both Title IX Sex Based Misconduct matters and Non-Title IX Sex-Based Misconduct matters, after considering any written response submitted by either party, or after the ten (10) business day comment period has lapsed without receiving a written response or responses, the investigator will address any relevant issues identified by the Complainant and/or the Respondent, and as appropriate, pursue any additional investigative steps as needed. The final investigative report will be reviewed by the Title IX Coordinator or designee before it is issued. Final investigative reports will be provided simultaneously to the parties and their advisors, if any. The College will give each party an opportunity to review the other party's written response, if any.

Additionally:

- The final investigative report created by the investigator and/or Title IX Coordinator or designee will fairly summarize relevant evidence and include as exhibits evidentiary materials as deemed appropriate by the investigator;
- At least ten (10) business days prior to the hearing referenced below, the College will send to each party and the party's advisor, if any, the final investigative report and exhibits in an electronic format or a hard copy, for their review and written response;
- Any written response a party wishes to provide must be submitted to the Title IX Coordinator or designee within ten (10) business days of receiving the final investigative report and exhibits;
- The final investigative report and the parties' written responses, if any, will be provided to the hearing officer in advance of the hearing.

A. Hearings

Hearing and Resolution Provisions Applicable Only to Title IX Sex Based Misconduct Matters

Hearings

Live hearings, conducted via Zoom, will be provided in Title IX Sex Based Misconduct matters, as required by the May 2020 Title IX regulations.

Hearing Officers

Hearings will be presided over by a hearing officer, who will make the decision by a preponderance of the evidence as to whether or not the Respondent violated the policy provisions at issue. The hearing officer has broad authority to determine the process, timing and conduct of a hearing. For example, the hearing officer will determine the order of presentation, timing and overall duration of the hearing, what information and evidence will be heard, what information and questions are relevant to the determination of the matter, and what cross-examination questions will or will not be permitted.

Hearing officers will be appointed by the Title IX Coordinator or designee. In selecting a hearing officer for a particular matter, the Title IX Coordinator or designee will take care to select an individual who does not have

a conflict of interest or bias against Complainants or Respondents generally or an individual Complainant or Respondent. The College will notify the parties of the identity of the hearing officer in advance of the hearing, and parties may, within three (3) business days of such notice, object to the service of the hearing officer by providing a written statement (which may be transmitted electronically) as to why the party believes that the hearing officer has a conflict of interest or bias. The Title IX Coordinator or designee will make decisions regarding such objections and the appointment of an alternate hearing officer, as necessary.

Advisors

Each party may have an advisor of their choice present at a hearing for the limited purpose of conducting cross-examination on behalf of that party. Advisors may be, but are not required to be, attorneys. If a party does not have an advisor of their choice present at a hearing, the College will without fee or charge to the party provide an advisor of the College's choice, again for the limited purpose of conducting cross examination on behalf of that party. No later than ten (10) business days before the hearing, parties should inform the Title IX Coordinator or designee of the identity of any advisor of choice who will accompany them to the hearing, so that the College will know whether or not it needs to arrange for the presence of a College-provided advisor.

At a time and manner deemed appropriate by the hearing officer, the advisor for each party will be permitted to ask the other party and any witnesses all relevant cross-examination questions and follow-up questions, including those challenging credibility. Except for that limited role, advisors may not participate actively in the hearing and may not speak or otherwise communicate on the part of the party that the advisor is advising. However, the advisor may consult privately in a non-disruptive manner with their advisee during and/or at a recess in the hearing. Scheduling accommodations generally will not be made for advisors if they unduly delay the process. The College reserves the right to take appropriate action regarding any advisor who disrupts the process, or who does not abide by the restrictions on their participation as determined in the sole discretion of the hearing officer, which may include exclusion of the advisor from the hearing and the appointment of an alternate College-provided advisor.

Requests for Appearance of Witnesses

If a party wishes to have an individual appear at the hearing as a witness, they must provide notice of the identity of the proposed witness and a brief description of the subject matter of the witnesses' testimony to the Title IX Coordinator or designee at least ten (10) business days before the date of the hearing. The Title IX Coordinator or designee, in consultation with the hearing officer as necessary, will determine whether the witness is likely to have information that is relevant to the hearing, and if it is determined that the witness is likely to have relevant information, the Title IX Coordinator or designee will inform the witness that their presence at the hearing is required (to the extent that the College has jurisdiction to require the presence of the witness) or requested.

Conduct of Hearings and Relevance

At or before the hearing, the hearing officer will receive a copy of the final investigative report, any attachments thereto, and copies of the parties' written responses to the final investigative report, if any, which will be part of the information of record to be considered by the hearing officer.

Hearings will ordinarily begin with introductory remarks by the hearing officer. The College policy does not allow for opening and closing statements. Following introductory remarks, the hearing officer will ask relevant initial questions of the parties as deemed appropriate. During this portion of the hearing, advisors may confer privately and in a non-disruptive manner with their advisee, but they are not allowed to address the hearing officer or anyone else present at the hearing.

After the hearing officer has asked their initial questions of the parties, the hearing officer will permit each party's advisor to ask the other party all relevant questions and follow-up questions, including those challenging credibility. Subject to the discretion of the hearing officer, questioning of witnesses will generally follow a similar process, whereby the hearing officer will pose relevant questions to each witness, then the parties' advisors will be permitted to ask relevant questions of witnesses.

In accordance with May 2020 Title IX regulations, such cross-examination by advisors will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the hearing officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Advisors are not permitted to object to hearing officer decisions regarding relevance during a hearing.

Regarding the evidence subject to inspection and review that was provided to the parties and their advisors under the Title IX Sex Based Misconduct matter-specific investigation procedures outlined above, all such evidence will be made available at the hearing via a shared Zoom screen, and each party and/or their advisor will have an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are 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.

Information protected under a legally recognized privilege (such as, for example, privileged communications between a party and their physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a treatment capacity, or privileged communications between a party and their attorney), is not relevant unless the person holding the privilege has waived the privilege.

If a party or witness does not submit to cross-examination at the live Zoom hearing, the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live Zoom hearing or refusal to answer cross-examination or other questions.

Formal rules of evidence do not apply to hearings under these procedures. The hearing officer will accept, consider and give weight to information as deemed appropriate at the discretion of the hearing officer.

In addition, before the hearing begins, both the Complainant and the Respondent may provide to the Title IX Coordinator or designee, in person or via email, a written impact/mitigation statement that addresses how the alleged Misconduct has impacted them and/or that addresses any mitigating factors that should be considered in the event that the Respondent is found responsible for the alleged conduct at issue. The impact statement will only be considered by the hearing officer and sanctioning officer if there is a finding of responsibility.

Record of Hearings

The College will create an audio or audiovisual recording and/or transcript, of any live hearing, and will make it available to the parties for inspection and review in the event of an appeal by either party.

Determinations Regarding Responsibility

Within ten (10) business days after the hearing, the hearing officer (and if necessary, the sanctioning officer, as provided below) will prepare and issue a written determination regarding responsibility and sanctions. In determining responsibility, the hearing officer will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the section(s) of the College's Title IX Sex Based Misconduct policy definition alleged to have been violated;
- A description of the procedural steps taken from the receipt of the complaint through the determination, including but not limited to, as applicable, any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- Findings of fact supporting the determination;
- Conclusions regarding the application of definitions of sex-based misconduct in the College's Title IX Sex Based Misconduct Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility and, where necessary and in collaboration with the sanctioning officer, a statement regarding any sanctions and the rationale therefor;
- The hearing officer's non-binding recommendations regarding sanctions, if applicable; and Identification of the College's procedures and permissible bases for the Complainant and Respondent to appeal (as outlined below).

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

The determination will also notify the parties whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant, but will not provide details about any such remedies.

If sanctions are necessary, they will be assigned in accordance with the Sanctions section below. The parties will receive notice simultaneously of the written determination regarding responsibility and, if necessary, any sanctions as determined through the procedures outlined below.

Resolution and Other Provisions Applicable Only to Non-Title IX Sex-Based Misconduct Matters

Hearings

Live hearings, conducted via Zoom, will be provided in Non-Title IX Sex-Based Misconduct matters.

Hearing Officers

Hearings will be presided over by a hearing officer, who will make the decision by a preponderance of the evidence as to whether or not the Respondent violated the policy provisions at issue. The hearing officer has broad authority to determine the process, timing and conduct of a hearing. For example, the hearing officer will determine the order of presentation, timing and overall duration of the hearing, what information and evidence will be heard, what information and questions are relevant to the determination of the matter, and the nature and substance of any questions asked of parties and/or witnesses.

Hearing officers will be appointed by the Title IX Coordinator or designee. In selecting a hearing officer for a particular matter, the Title IX Coordinator or designee will take care to select an individual who does not have a conflict of interest or bias against Complainants or Respondents generally or an individual Complainant or Respondent. The College will notify the parties of the identity of the hearing officer in advance of the hearing, and parties may, within three (3) business days of such notice, object to the service of the hearing officer by providing a written statement (which may be transmitted electronically) as to why the party believes that the hearing officer has a conflict of interest or bias. The Title IX Coordinator or designee will make decisions regarding such objections and the appointment of an alternate hearing officer, as necessary.

Advisors

Each party may have an advisor of their choice present at a hearing. Advisors may not participate actively in the hearing and may not speak or otherwise communicate on the part of the party that the advisor is advising. However, the advisor may consult privately in a non-disruptive manner with their advisee during and/or at a recess in the hearing. Scheduling accommodations generally will not be made for advisors if they unduly delay the process. The College reserves the right to take appropriate action regarding any advisor who disrupts the process, or who does not abide by the restrictions on their participation as determined in the sole discretion of the hearing officer, which may include exclusion of the advisor from the hearing and the alternate appointment of a College-provided advisor.

Requests for Appearance of Witnesses

If a party wishes to have an individual appear at the hearing as a witness, they must provide notice of the identity of the proposed witness and a brief description of the subject matter of the witnesses' testimony to the Title IX Coordinator or designee at least ten (10) business days before the date of the hearing. The Title IX Coordinator or designee, in consultation with the hearing officer as necessary, will determine whether the witness is likely to have information that is relevant to the hearing, and if it is determined that the witness is likely to have relevant information, the Title IX Coordinator or designee will inform the witness that their presence at the hearing is required (to the extent that the College has jurisdiction to require the presence of the witness) or requested.

Conduct of Hearings

At or before the hearing, the hearing officer will receive a copy of the final investigative report, any attachments thereto, and copies of the parties' written responses to the final investigative report, if any, which will be part of the information of record to be considered by the hearing officer.

Hearings will ordinarily begin with introductory remarks by the hearing officer. The College policy does not allow for opening and closing statements. Following introductory remarks, the hearing officer will ask relevant initial questions of the parties as deemed appropriate. During this portion of the hearing, advisors may confer privately and in a non-disruptive manner with their advisee, but they are not allowed to address the hearing officer or anyone else present at the hearing.

After the hearing officer has asked their initial questions of the parties, the hearing officer will permit each party to submit to the hearing officer proposed questions that they would like the hearing officer to pose to the other party. The hearing officer may at their discretion pose, rephrase, or decline to pose any and all such proposed questions. Subject to the discretion of the hearing officer, questioning of witnesses will generally follow a similar process, whereby the hearing officer will pose relevant questions to each witness, then the parties may submit to the hearing officer proposed questions that they would like the hearing officer to pose to each witness. The hearing officer may at their discretion pose, rephrase, or decline to pose any and all such proposed questions. No direct cross-examination of parties or witnesses by parties or their advisors will be permitted.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are 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.

Information protected under a legally recognized privilege (such as, for example, privileged communications between a party and their physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a treatment capacity, or privileged communications between a party and their attorney), is not relevant unless the person holding the privilege has waived the privilege.

Formal rules of evidence do not apply to hearings under these procedures. The hearing officer will accept, consider and give weight to information as deemed appropriate at the discretion of the hearing officer.

In addition, before the hearing begins, both the Complainant and the Respondent may provide to the Title IX Coordinator or designee, in person or via email, a written impact/mitigation statement that addresses how

the alleged Misconduct has impacted them and/or that addresses any mitigating factors that should be considered in the event that the Respondent is found responsible for the alleged conduct at issue. The impact statement will only be considered by the hearing officer and sanctioning officer if there is a finding of responsibility.

Record of Hearings

The College will create an audio or audiovisual recording and/or transcript, of any live hearing, and will make it available to the parties for inspection and review in the event of an appeal by either party.

Determinations Regarding Responsibility

Within ten (10) business days after the hearing, the hearing officer (and if necessary, the sanctioning officer, as provided below) will prepare and issue a written determination regarding responsibility and sanctions. In determining responsibility, the hearing officer will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the section(s) of the College's Non-Title IX Misconduct policy definition alleged to have been violated;
- A description of the procedural steps taken from the receipt of the complaint through the determination, including but not limited to, as applicable, any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of definitions of sexual harassment in the College's Non-Title IX Misconduct Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility and, where necessary and in collaboration with the sanctioning officer, a statement regarding any sanctions and the rationale therefor;

- The hearing officer's non-binding recommendations regarding sanctions, if applicable; and Identification of the College's procedures and permissible bases for the Complainant and Respondent to appeal (as outlined below).

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

If sanctions are necessary, they will be assigned in accordance with the Sanctions section below. The parties will receive notice simultaneously of the written determination and, if necessary, any sanctions as determined through the procedures outlined below.

B. Sanctions: Student Respondent Cases (Title IX Sex Based Misconduct and Non-Title IX Sex-Based Misconduct)

If the hearing officer determines that a student Respondent is responsible for a violation of this policy, the Title IX Coordinator or designee shall notify the Assistant Dean for Student Affairs or designee to determine sanctions.

Complainants are insured their right to exclude their own prior sexual history with persons other than the other party in the Title IX process, or their own mental health diagnosis and/or treatment, from use in the review process prior to adjudication.

Any sanction takes into account the Respondent's prior record and any prior complaints involving similar allegations as well as the severity of the incident and the outcome sought by the Complainant. The hearing officer and sanctioning officer will consider impact statements submitted from both parties at this juncture.

Student Respondents may have sanctions administered, including but not limited to: expulsion, dismissal, suspension, withholding degree, revocation of admission and/or a degree, disciplinary probation, suspension or dismissal from College housing, social/residence hall probation, housing relocation, restriction from privileges, student reprimand, warning, or discretionary sanctions. This may also include restriction from contact with the Complainant or restriction from parts of, or the entire campus. Student Respondents who are sanctioned with expulsion, suspension, or dismissal from college may be subject to a notation on their official college transcript as required by law.

All sanction(s), except for suspension, dismissal, or expulsion from the College will take effect immediately pending appeal. The sanction(s) shall become final six (6) business days after written notice of said findings

was provided to the parties unless a formal written appeal is submitted to the Title IX Coordinator or designee. Failure to submit an appeal within five (5) business days waives the right of written appeal.

C. Sanctions: Staff, Administrator and Faculty Respondent Cases (Title IX Sex-Based Misconduct and Non-Title IX Sex-Based Misconduct)

If a staff, administrator or faculty Respondent is found responsible for a violation of this policy, the Title IX Coordinator or designee shall notify the Director of Human Resources or designee of the Respondent's work assignment to determine sanctions. Any sanction takes into account the Respondent's prior record and any prior complaints as well as the severity of the incident and the outcome sought by the Complainant. The hearing officer and sanctioning officer will consider impact statements submitted from both parties at this juncture.

Faculty, staff, or administrator Respondents may have sanctions administered that include, but are not limited to: the Respondent's participation in counseling or individualized training as a corrective action; prohibition of the Respondent from participating in grading, honors, and recommendations; reappointment and promotion decisions or other evaluations of the Complainant; letter of reprimand; restriction of the Respondent's access to College resources, such as salary increase for a specific period; or suspension or dismissal from employment at the College. For a faculty Respondent, notice of suspension and/or termination shall be made pursuant to the applicable provisions of the Faculty Handbook.

The sanction(s) shall become final six (6) business days after written notice of said findings was provided to the parties unless formal written appeal is submitted to the Title IX Coordinator or designee. Failure to submit the appeal within five (5) business days waives the right of written appeal.

D. Appeals: Student Respondent Cases (Title IX Sex-Based Misconduct and Non-Title IX Sex-Based Misconduct)

Each party to a case falling under this policy has a right to appeal the Title IX Coordinator or designee's dismissal of a formal complaint for Title IX purposes or a determination regarding responsibility and/or sanctions on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;

- The Title IX Coordinator or designee, investigator(s), or hearing officer(s) 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; and/or
- The sanction(s) imposed are disproportionate to the violation of policy.

The Complainant and Respondent may submit an additional statement regarding the case within three (3) business days upon notification that either party has submitted an appeal.

The Title IX Coordinator or designee will convene an appeal panel to review an appeal. The appeal panel will, within (7) business days, make a decision on the appeal. The appeal panel may confirm, amend or reject actions taken by the College earlier in the process, and as necessary, send the matter back to other College officials as appropriate to correct any issues that affected the outcome of the matter. The parties will be provided simultaneously with notice of the appeal panel's decision and the rationale therefor.

E. Staff and Administrator Respondent Case Appeals (Title IX Sex-Based Misconduct and Non-Title IX Sex-Based Misconduct)

Each party to a case falling under this policy has a right to appeal the Title IX Coordinator or designee's dismissal of a formal complaint for Title IX purposes or a determination regarding responsibility and/or sanctions on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator or designee, investigator(s), or hearing officer(s) 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;
- The sanction(s) imposed are disproportionate to the violation of policy.

The Complainant and Respondent may submit an additional statement regarding the case within three (3) business days upon notification that either party has submitted an appeal.

The Title IX Coordinator or designee will convene an appeal panel to review the appeal. The appeal panel will, within (7) business days, make a decision on the appeal. The appeal panel may confirm, amend or reject actions taken by the College earlier in the process, and as necessary, send the matter back to other College officials as appropriate to correct any issues that affected the outcome of the matter. The parties will be provided simultaneously with notice of the appeal panel's decision and the rationale therefor.

F. Faculty Appeal (Title IX Sex-Based Misconduct and Non-Title IX Sex-Based Misconduct)

Each party to a case falling under this policy has a right to appeal the Title IX Coordinator or designee's dismissal of a formal complaint for Title IX purposes or a determination regarding responsibility and/or sanctions on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator or designee, investigator(s), or hearing officer(s) 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;
- The sanction(s) imposed are disproportionate to the violation of policy.

The Complainant and Respondent may submit an additional statement regarding the case within three (3) business days upon notification that either party has submitted an appeal.

The Title IX Coordinator or designee will convene an appeal panel to review the appeal. The appeal panel will, within (7) business days, make a decision on the appeal. The appeal panel may confirm, amend or reject actions taken by the College earlier in the process, and as necessary, send the matter back to other College officials as appropriate to correct any issues that affected the outcome of the matter. The parties will be provided simultaneously with notice of the appeal panel's decision and the rationale therefor.

Further, in faculty Respondent cases, a faculty member may be entitled to proceedings before the Faculty Grievance through procedures outlined in the Faculty Handbook.

G. Dispositions/Compliance Monitoring:

The Vice President for Student Affairs or designee is responsible for monitoring student compliance, if applicable.

Written notification of findings that trigger monitoring responsibilities shall be provided to the person responsible for monitoring compliance. Other parties may be notified, as deemed necessary, to ensure compliance.

Failure to observe the terms and/or conditions of any informal resolution or sanctions imposed in formal resolutions constitutes grounds for new action under either the procedures outlined in this policy or those identified for addressing matters of student misconduct.

The Deputy Coordinator, in consultation with the Title IX Coordinator or designee, the Complainant and/or person responsible for monitoring compliance, will determine which procedures shall be applied for investigation and response.

H. Records of Complaints/Reports:

A copy of the investigation report and the final decision shall be maintained by the College and included in the Student Conduct or Human Resources file of the Respondent only if the determination concludes that the Respondent engaged in prohibited conduct.

Complaints against students will be held in the Respondent's file in accordance with the policy as stated in the Retention and Release of Student Disciplinary Records.

No record of a complaint is kept in the Complainant's Human Resources file or student file unless the investigation concludes that the complaint was knowingly false and malicious.

The Title IX Coordinator or designee shall keep a record of all reports and complaints made under the Sex Based Misconduct policy, regardless of the outcome.

All documents prepared and maintained pursuant to the Sex Based Misconduct Policy and Procedures shall conform to all applicable governing law.

Record retention and release by the College shall be in conformance with applicable law and regulations, including those established by the 2020 Title IX regulations.

XII. Informal Resolution (Title IX Sex-Based Misconduct and Non-Title IX Sex-Based Misconduct)

At any time after a formal complaint has been filed and before a hearing commences, the parties may seek to resolve a report of Misconduct through informal resolution, an administrative process. Participation in informal resolution is entirely voluntary; the Title IX Coordinator or designee will neither pressure nor compel either party to participate in the process or to agree to any specific terms and the process itself does not involve any in-person or face-to-face meetings between the parties. The informal process can be engaged only by mutual agreement by both parties and with the approval of the Title IX Coordinator or designee before or at any time during the investigation of the complaint. All parties must agree in writing to participate before the informal process can commence.

In every case, the Title IX Coordinator or designee has discretion to determine whether the matter is appropriate for informal resolution and to determine the appropriate terms. Before the Title IX Coordinator or designee approves the informal resolution process or the terms of any informal resolution, the Title IX Coordinator or designee will determine that they have sufficient information about the matter to make these decisions.

The parties are strongly encouraged, although not required, to consult with their advisors and any support persons during the entire informal resolution process.

If the process is terminated for any reason, the matter will be re-evaluated for resolution pursuant to the formal complaint resolution process under these procedures.

The Title IX Coordinator or designee will oversee the informal resolution process and have access to all College records in the matter, including any records or reports prepared during an investigation.

The Title IX Coordinator or designee will consult separately with both parties and recommend to the parties the terms of a potential informal resolution agreement. Such terms may include, but are not limited to, any

sanctions or remedies that could be recommended by a hearing officer after a hearing under these proceedings.

Both parties must agree to the terms before an informal resolution agreement becomes effective.

At any time before a written agreement is effective (see below), the Complainant or the Respondent may withdraw from the informal resolution process, and the Title IX Coordinator or designee may also, at their discretion, terminate the process.

If the Respondent agrees to an informal resolution that provides for a suspension, withdrawal, or dismissal (i.e. expulsion) from the College, there will be a transcript notation consistent with College policy. The Title IX Coordinator or designee cannot advise any party as to whether they should pursue, agree, or reject an agreement or proposed remedy, stipulation, or sanction therein.

If both parties are satisfied with the Title IX Coordinator or designee's recommendation, the matter will be resolved with a written agreement, signed by both parties and the Title IX Coordinator or designee, with the Title IX Coordinator or designee to coordinate implementation. Once a party has returned the signed agreement to the Title IX Coordinator or designee, the party has two (2) business days to reconsider and withdraw from the agreement by notifying the Title IX Coordinator or designee in person or in writing.

APPENDIX B

Date	Type	Audience
January	RA Training on Title IX	Resident Assistant Staff
January	RA Green Dot Training	Resident Assistant Staff
January	New Student Orientation: Know your IX	New students
January	New Student Orientation: Green Dot	New students
March	Safe Spring Break	Students
March	Title IX Training for Athletes – Male Teams	Students Athletes
March	Title IX Training for Athletes – Female Teams	Student Athletes
April	Take Back the Night event	Students
April	Paws for Resources	Students
June	Parent Presentation for Summer Orientation	Parents
August	Mandatory Training for All Faculty and Staff	Employees
August	RA Training on Title IX	Resident Assistant Staff
August	RA Green Dot Training	Resident Assistant Staff
August	New Student Orientation: Title IX	New students
August	New Student Orientation: Green Dot	New students
August	Orientation Leader Title IX Training	Students
August	Orientation Leader Green Dot Training	Students
September	Safety Tips with Public Safety	Students
October	Timely Care and Candy – Safety Tips	Students
October	Mental Health Kahhot	Students
November	Donut Party – Socialization Tips	Students

APPENDIX C

Title IX Non-Sex Based Discrimination and Harassment Policy

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Discrimination and Harassment Policy

I. Statement of Basis and Purpose

Albertus Magnus College is committed to promoting a learning and working environment where discrimination and harassment is not tolerated. This policy shall apply regardless of race, color, religion, creed, ethnicity, national origin, gender, age, sexual orientation, gender identity or expression, familial status, veteran status, disability, predisposing genetic characteristics, domestic violence victim status, or other basis identified in federal or state law. Acts of discrimination and harassment, which are offenses directed against persons because of their identification with one of these categories, are prohibited under this policy. This policy prohibits discrimination and harassment in all College programs and activities. Conduct prohibited by this policy also may violate laws enforced through the public criminal justice system. Individuals may decide to utilize both this policy and the public criminal justice system, simultaneously, to address covered conduct. Albertus Magnus College proceedings that involve alleged violations of this policy will be conducted through a process that is prompt, equitable, fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.

This policy applies to conduct involving students, employees, or third parties (e.g., contractors, alumni, visitors) that: (a) occurs on College property, (b) takes place in any College-sponsored program or activity such as travel, research or internship programs or (c) when such conduct may have a continuing adverse effect or could create a hostile environment on campus. This policy also applies to student conduct that occurs off College property.

Our commitment is rooted in the Dominican and Catholic tradition, which affirms the unique worth of each person and shares a commitment to building a world that is more just, peaceable, and humane. The dignity of the individual should never be violated in any way, and the college community views, with seriousness, violations of this policy against any person.

Accordingly, Albertus Magnus College is committed to:

- Defining conduct that constitutes discrimination and harassment
- Providing clear reporting options for all members of our campus and visitors following disclosing a violation of this policy
- Promptly responding to and investigating allegations of discrimination and harassment, including taking steps to eliminate a hostile environment if one has been created and prevent the recurrence of future incidents of discrimination and harassment. The College's response may include pursuing disciplinary action when appropriate, referring the incident to local authorities when appropriate, and acting to investigate and address any allegations of retaliation

- Providing ongoing assistance and support to members of our campus who file complaints of discrimination and harassment
- Providing awareness and prevention information on discrimination and harassment, including disseminating our policies.

II. Title IX Coordinator Responsibilities

A. Albertus Magnus College's Title IX Coordinator has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title VII and Title IX which prohibits discrimination in all of the College's programs and activities, as well as retaliation for the purpose of interfering with any right or privilege secured by Title VII and Title IX.

B. The Title IX Coordinator oversees the College's response to reports and complaints that involve possible discrimination and harassment, to monitor outcomes, and identify and address any patterns, so the College can address issues that affect the wider College community.

C. An individual should contact the Title IX Coordinator in order to:

- Seek information about rights and courses of action available to resolve reports or complaints that involve potential violations of this policy
- Make a report that involves potential violations of this policy
- Get information about available resources (including confidential resources) and support services relating to discrimination and harassment
- Ask questions about the College's policies and procedures related to discrimination and harassment

D. The Title IX Coordinator at Albertus Magnus College is:

Dr. Matthew Lavery,
 Hubert Campus Center, Office 102C in the Student Life Suite
 Albertus Magnus College
 700 Prospect Street
 New Haven, CT 06511
 (203) 672-1056
mlavery@albertus.edu

E. The following individual serve as Deputy Title IX:

Ms. Valeria Araujo
 Hubert Campus Center, Office 102G in the Student Life Suite
 Albertus Magnus College

III. Terminology

Definition of Protected Class Groups: Protected class groups are groups of individuals protected from discrimination and harassment. The following protected class groups are legally protected:

Age, Disability, Equal Compensation, Genetic Information, National Origin, Pregnancy, Race/Color, Religion, Retaliation, Sex (Self-Identified or Perceived), Sexual Harassment, Creed, Ancestry, Military Status, Sexual Orientation, Sexual Identity, Gender Expression, Gender Identity,

IV. Legal and Behavioral Definitions of Discrimination and Harassment

A. Discriminatory Harassment: Discriminatory harassment constitutes a form of discrimination that is prohibited by Albertus Magnus policy. Discriminatory harassment is defined as harassment by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law. A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive and objectively offensive.

Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of Albertus Magnus's policy.

Federal and State Law: Under Federal and Connecticut State laws, it is illegal to discriminate against individuals, including:

- Recruitment and selection
- Compensation, assignment, or classification of individuals
- Transfer, promotion, layoff, or recall

- Job advertisements
- Testing
- Use of campus facilities
- Training and apprenticeship programs
- Fringe benefits
- Pay, retirement plans, and disability leave or
- Other terms and conditions of employment or academic standing
- Retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices
- Employment/academic decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, sexual orientation, religion, or ethnic group, or individuals with disabilities, and denying employment or academic opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, national origin, an individual with a disability, or other protected category

Examples of harassment based on protected categories include, but are not limited to:

- Racial slurs or epithets
- Treating an individual differently because of the individual's race, sexual orientation, national origin, religion or other protected categories
- Racial graffiti
- Telling jokes pertaining to protected categories
- Suggestive, obscene, or insulting sounds
- Posters, email, cartoons, pictures displayed in the work area that creates an offensive and intimidating environment
- Engaging in threatening, intimidating or hostile acts towards an individual because that individual belongs to or is associated with any protected categories
- Electronic transmission of derogatory, demeaning, or hostile materials

B. Work/Learning Environments: A hostile work/learning environment results from harassing conduct that has the purpose or effect of unreasonably interfering with an employee's work or student's learning, and creates an intimidating, hostile, or offensive working environment.

A hostile work/learning environment may exist when verbal and/or nonverbal behavior in the campus/workplace:

- Occurs because of an individual being a member of a protected class (e.g., sex, race, sexual orientation, age)
- Is unwanted or unwelcome
- Is severe or pervasive enough to unreasonably impact a student's learning or unreasonably impact the employee's work

C. Third Party Harassment: The individual to whom the harassing conduct is aimed is not the only person who can complain about the harassment. Third parties may complain when the harassment directed at others adversely affects the other person's work/learning environment. Third parties may also complain when offensive conduct, even if it is consensual between the parties involved, is creating a hostile work/learning environment for the third party.

D. Sexual Harassment: The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Connecticut regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. Albertus Magnus has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

V. Definitions

A. Definition of Employee Consensual Relationship

Albertus Magnus College does not intrude upon private choices regarding personal relationships when these relationships do not violate the policies of the College, cause harm to the safety and wellbeing of members of the campus community, or increase the risk of harm to the safety and wellbeing of members of the campus community.

Should an employee be found in violation of the consensual relationship policy and charges of sexual harassment are made, it shall not be a defense to allege that the relationship was consensual in any proceeding brought under these procedures.

1. With other employees:

Consensual romantic or sexual relationships in which one employee retains a direct supervisory or evaluative role over another employee are unethical, create a risk for real or perceived coercion, and are expressly a violation of this policy. Therefore, persons with direct supervisory and/or evaluative responsibilities who are involved in such relationships must bring those relationships to the attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory and/or evaluative responsibilities.

2. With students:

Unique relationships exist between students and certain employees of the College, such as faculty members, administrators and staff who serve in such roles as educator, counselor, evaluator, advisor, or who exercise other types of control over students. Given the possibility that abuse of this relationship or the appearance of abuse may occur, the College views it as unacceptable if faculty members or other instructional personnel, administrators, or staff members engage in amorous relationships with students enrolled in their classes or subject to their supervision, control, or authority, even when both parties appear to have consented to the relationship.

B. Definition of Complainant

“Complainant” shall mean a student or employee who has reported discrimination or harassment. In some instances, the College may serve as the Complainant (see “Complaints Filed by the College” in Section IX - Filing a Complaint - of this policy).

C. Definitions of Respondent

“Respondent” is a person that has been alleged of a violation who is a member of the Albertus Magnus community (student or employee). A “Respondent” is not considered responsible for the alleged actions until a finding of responsible is determined.

D. Definition of Reporting Individual

“Reporting Individual” shall encompass the terms Complainant, witness, and any other term used to reference an individual who brings forth a report of a violation.

E. Definition of Witness

A “witness” is defined as an individual who has knowledge of facts that may be relevant to the resolution of an allegation.

F. Definition of Advisor

An advisor is a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process and to advise the party on that process.

VI. Immediate Assistance in Cases of Discrimination and Harassment

Students, faculty, staff, administrators, and visitors at Albertus Magnus College who experience any form of discrimination or harassment on or off-campus (including Albertus Magnus-sponsored trips and events) are strongly encouraged to immediately report the incident by contacting Albertus Magnus College’s Department of Public Safety (203-773- 8509) which is available 24 hours a day, 7 days a week. Public safety officers can also assist the Complainant with filing a complaint both on and off campus, and in obtaining counseling and other services.

VII. Choice of Actions in Response to Discrimination and Harassment

Options in General: Complainants have many options that can be pursued simultaneously, including the following:

A. Confidentially disclose a violation to the Counseling Center or Health Services. Confidential resources can share options and advice without any obligation to tell anyone, and will not share information without the consent of the Complainant.

B. Anonymously disclose a crime or violation to the Public Safety anonymous tip line: Live Safe app. The College may have a duty to investigate anonymous disclosures to the extent possible, based on the information disclosed.

C. Make a report to a College Official/Responsible Employee. Complainants have the right of privacy when reporting to College Officials/Responsible Employees, to the extent possible under the circumstances. However, information must be shared with other administrators who have a need to know. (Private, Not Confidential)

- Public Safety (Private, Not Confidential)
- Title IX Coordinator (Private, Not Confidential)

- Deputy Title IX Coordinator (Private, Not Confidential)

VIII. Reporting

A. Confidentiality and Confidential Resources:

At Albertus Magnus College, the following is the list of Confidential Resources:

Counseling Center: 203-773-8149

Health Services: 203-773-8938

These are the only Albertus magnus College employees who can offer legally protected confidentiality. These individuals are not required to report any information about an incident to the Title IX Coordinator or designee without a Complainant's permission. While professional counselors will maintain an individual's confidentiality vis-à-vis the College, they may have reporting or other obligations under Connecticut State law, e.g., mandatory reporting to law enforcement in case of minors, imminent harm to self or others.

An individual who speaks to a professional in these specific roles must understand that, if the individual wants to maintain confidentiality, the College will be unable to conduct an investigation into particular incidents or pursue disciplinary action against the alleged Respondent.

Confidential resources may assist individuals in receiving other necessary protection and support, such as advocacy, academic support or accommodations, disability, health and mental health services, changes in residence halls, working and course schedules in coordination with the Vice President for Student Affairs / Dean of Students Office.

Individuals who initially request confidentiality may later decide to file a complaint with the College and thus have the incident investigated. These counselors will provide the individual with assistance in contacting the Title IX Coordinator or designee if the individual wishes to do so.

B. Privacy/Non-Confidential:

Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate college officials.

Even college offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator or designee to investigate and/or seek a resolution.

C. Duty to Report by Responsible Employees:

“Responsible Employees” have a duty to report incidents of discrimination and harassment, including all relevant details, to the Title IX Coordinator or designee. A “responsible” employee is an Albertus Magnus College employee who has the authority to redress discrimination and harassment or sexual misconduct, who has the duty to report incidents of discrimination and harassment or sexual misconduct, or who a student could reasonably believe has the authority or duty. Such employees are not permitted under any circumstances to maintain a Complainant’s confidentiality.

With the exception of those serving in their role as a confidential resource, Albertus Magnus has designated all full-time and part-time faculty, administrators, staff, coaches, and community assistants as responsible employees.

Immediately upon learning of potential campus discrimination or harassment, any employee with a duty to report violations of this policy who receives a complaint of discrimination or harassment or who observes or learns of conduct that is reasonably believed to be in violation of this policy, is required to report the alleged conduct to the Title IX Coordinator or designee and/or Public Safety who will take appropriate action to address the report.

A responsible employee must report to the Title IX Coordinator or designee and/or Public Safety all relevant details about the alleged discrimination or harassment shared by the Complainant and that the College will need to determine what happened, including the names of the Complainant and alleged Respondent, any witnesses and any additional relevant information, including the date, time, and specific location of the alleged incident.

Managers and supervisory personnel are required to report to the Title IX Coordinator any instance or allegation of prohibited conduct involving any employee that is disclosed to, observed by, or otherwise known to that employee whether or not the employee is a potential Complainant or Respondent and whether or not the employee has any formal connection to the manager or supervisor.

D. Anonymous Reporting:

If a Complainant self-identifies but asks to remain anonymous during the investigation, the Title IX Coordinator or designee will consider how to proceed, taking into account the Complainant’s wishes, the College’s commitment to provide a safe environment, and the Respondent’s right to have specific notice of the allegations if the College were to take action that affects the Respondent.

E. Welfare of the Community (Amnesty) Policy:

The health and safety of every student at Albertus Magnus College is of utmost importance. Albertus Magnus College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that misconduct, including but not limited to discrimination, harassment, domestic violence, dating misconduct, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Albertus Magnus College strongly encourages students to report discrimination, harassment, domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith or a reporting individual acting in good

faith who discloses any incident of discrimination, harassment, domestic violence, dating violence, stalking or sexual assault to College officials or law enforcement will not be subject to Albertus Magnus' code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the discrimination, harassment, domestic violence, dating violence, stalking, or sexual assault.

This policy may also be applied, but not limited to: alcohol or drug related incidents, or situations of vandalism and damage. The policy only applies to the College's Student Code of Conduct and has no status in other jurisdictions such as local or state courts.

F. Exception to Obligation to Investigate:

If an individual discloses information through a public awareness event such as candlelight vigils, protests, or other public event, the College is not obligated to begin an investigation

based on such information. The College may use the information provided at such an event to inform efforts for additional education and prevention efforts.

G. Interim Measures:

Upon receipt of a report, the Title IX Coordinator or designee may provide reasonable and appropriate interim measures designed to preserve the Complainant's educational experience, the safety of all parties and the broader campus community, maintain the integrity of the investigative and/or resolution process, and deter retaliation. The Title IX Coordinator or designee may provide interim measures regardless of whether the Complainant seeks formal disciplinary action. The Title IX Coordinator or designee will work collaboratively with the Vice President for Student Affairs / Dean of Students, Director for Human Resources, and Vice President for Academic Affairs in providing interim measures.

Interim measures may include, but are not limited to:

- Access to counseling services and assistance in arranging an initial appointment
- Rescheduling of exams and assignments
- Change in class schedule
- Change in work schedule or job assignment
- Change in housing
- Imposition of an on-campus "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals

- Providing the Complainant assistance with filing a criminal complaint and seeking an order of protection
- Other remedies that can be used to achieve the goals of this policy (e.g., interim suspension or campus restriction pending the outcome of the investigation/process)

IX. Filing a Complaint

A. Investigation by Albertus Magnus College:

1. All reports and complaints of discrimination and harassment should be filed with the Title IX Coordinator or designee, Public Safety or Deputy Coordinator as soon as possible after the incident(s) occurred or in a timely manner. While Complainants are welcome to file a report or complaint at any time, Complainants are encouraged to come forward as soon as possible because a delay in reporting or making a complaint may impact the effectiveness of the investigation. Delays in reporting may impair the College's ability to investigate due to, but not limited to, fading memories and the availability of witnesses and evidence. Complaints may be filed in person or via email.

2. Complainants and Respondents may use an advisor of their choice (including legal counsel) at each point in these proceedings. The advisor may serve only in an advisory role and may not directly represent either party.

3. Upon receiving information of an alleged violation of this policy, either the Title IX Coordinator or designee, Public Safety, a Deputy Coordinator, or a combination of these individuals will conduct an investigation (interview parties, take or receive statements). Generally, once contacted, the Complainant, Respondent and witnesses have seven (7) business days to take or provide statements to the investigator. The College reserves the right to move forward with case resolution should parties fail to adhere to this time frame. In certain circumstances these time frames may need to be extended (e.g., during July and August students and faculty members are often not available; significant number of witnesses to interview; multiple allegations in a single complaint). However, every effort will be made to conclude the investigation as expeditiously as possible.

4. If the reporting witness or Complainant chooses to pursue action under this policy, they will be interviewed as part of the investigative process.

5. A reporting witness or Complainant may choose to withdraw a complaint and/or involvement from the College process at any time.

B. Complaints Filed by The College:

The Title IX Coordinator or designee may file a complaint through these procedures against any individual they have reason to believe has engaged in conduct in violation of this policy where doing so is deemed appropriate. By way of example but not limitation, where it appears that the individual may have engaged in

a pattern of conduct in violation of this policy, based upon the number of informal complaints previously filed against the individual, the College may proceed through its formal complaint process in such instances.

Additionally, often individuals are reluctant to pursue the remedies provided in this policy even when the individual perceives they have been subjected to conduct prohibited by this policy. Should the Title IX Coordinator or designee become aware of conduct potentially in violation of this policy, even if the person potentially subject to such conduct has not reported it or is unwilling to pursue a complaint, the College may conduct an investigation, as appropriate, and take any necessary action. Additionally, on the occasions where the reporting party is not a student or employee, the College will serve as the Complainant throughout the Resolution process. Upon completion, a general summary of the outcome of the investigation will be reported to reporting parties and affected individuals (individuals directly impacted by the behavior under investigation).

C. Reporting Retaliation:

Individuals may file a complaint with the Title IX Coordinator or designee if they have been retaliated against for reporting discrimination, harassment, assisting someone in making such a report, or participating in any manner in an investigation or resolution of a discrimination or harassment complaint. Individuals may file a complaint with the Title IX Coordinator or designee if they have been subjected to retaliation as defined above. Student retaliation complaints will be referred to the Vice President of Student Affairs / Dean of Students or designee who will adjudicate them pursuant to the Student Code of Conduct. All employee retaliation complaints will be referred to the Office of Human Resources who will adjudicate them pursuant to the applicable employee handbook.

X. Resolution

A. Informal Resolution:

At any time after a formal complaint has been filed and before a Review Panel is convened, the parties may seek to resolve a report of prohibited conduct through informal resolution, an administrative process.

Participation in informal resolution is entirely voluntary; the Title IX Coordinator or designee will neither pressure nor compel either party to participate in the process or to agree to any specific terms and the process itself does not involve any in-person or face-to-face meetings between the parties. The informal process can be engaged only by mutual agreement by both parties and with the approval of the Title IX Coordinator or designee before or at any time during the investigation of the complaint. All parties must agree in writing to participate before the informal process can commence.

In every case, the Title IX Coordinator or designee has discretion to determine whether the matter is appropriate for informal resolution and to determine the appropriate terms. Before the Title IX Coordinator or designee approves the informal resolution process or the terms of any informal resolution, the Title IX Coordinator or designee will determine that they have sufficient information about the matter to make these decisions.

The parties are strongly encouraged, although not required, to consult with their advisors and any support persons during the entire informal resolution process.

If the process is terminated for any reason, the matter will be re-evaluated for resolution pursuant to the formal complaint resolution process under these procedures.

The Title IX Coordinator or designee will oversee the informal resolution process and have access to all College records in the matter, including any records or reports prepared during an investigation.

The Title IX Coordinator or designee will consult separately with both parties and recommend to the parties the terms of a potential informal resolution agreement. Such terms may include, but are not limited to, any sanctions or remedies that could be recommended.

Both parties must agree to the terms before an informal resolution agreement becomes effective.

At any time before a written agreement is effective (see below), the Complainant or the Respondent may withdraw from the informal resolution process, and the Title IX Coordinator or designee may also, at their discretion, terminate the process.

The Title IX Coordinator or designee cannot advise any party as to whether they should pursue, agree, or reject an agreement or proposed remedy, stipulation, or sanction therein.

If both parties are satisfied with the Title IX Coordinator or designee's recommendation, the matter will be resolved with a written agreement, signed by both parties and the Title IX Coordinator or designee with the Title IX Coordinator or designee to coordinate implementation.

The Title IX Coordinator or designee will provide each party, separately, with a copy of the proposed agreement for the party to review, sign, and return.

Once a party has returned the signed agreement to the Title IX Coordinator or designee, the party has two (2) business days to reconsider and withdraw from the agreement by notifying the Title IX Coordinator or designee in person or in writing.

Within the two (2) business days, if either party withdraws from the agreement, the matter would be returned for resolution of the formal complaint.

After the two (2) business days, if neither party withdraws, the terms of the agreement will become effective and the Title IX Coordinator or designee will promptly notify both parties in writing that the agreement is final.

Once the agreement is effective, the parties may not appeal the agreement and the Complainant may not seek to refile the formal complaint absent new allegations of misconduct. The parties are expected to honor and comply with the terms of the informal resolution. Noncompliance by a student may be subject to proceedings under the Student Code of Conduct. Noncompliance by employees will be adjudicated by the Office of Human Resources pursuant to the applicable employee handbook. A written copy of the agreement involving students will be provided to the Vice President for Student Affairs / Dean of Students Office, agreements involving employees will be provided to the Office of Human Resources. The Title IX Office will maintain a copy for record keeping, pattern tracking, and sharing with College personnel as needed for implementation.

If the process is terminated and the matter resolved pursuant to the formal complaint resolution process, neither the Title IX Coordinator or designee nor the parties will disclose to any adjudicating body or appeal officer either the fact that the parties had participated in the informal resolution process or any information learned during the process.

While the parties are exploring informal resolution, the investigation will pause for up to ten (10) business days which may be extended by agreement from both parties, and the time spent pursuing resolution in this way will not count toward the investigation time limit.

As a necessary precondition of an informal resolution, the Respondent **must** accept responsibility for all or part of the alleged prohibited conduct and may be required to submit a letter of apology to Complainant. The parties will then have an opportunity to negotiate with Title IX Coordinator or designee what they believe the appropriate sanction should be. In support of their position, parties will submit impact/mitigation information they believe the Title IX Coordinator or designee should consider in evaluating any sanction. The Title IX Coordinator or designee has the discretion to propose other terms for the resolution that may be appropriate to address the prohibited conduct for which the Respondent has accepted responsibility.

Regardless of whether Respondent accepts all or part of the alleged prohibited conduct, the agreement must adequately address the rights and concerns of the Complainant, and Respondent, and the overall intent of the College to stop, remedy and prevent discrimination and bias as outlined in the College's Discrimination and Harassment policy or related policies.

With the approval of all parties, an informal resolution could include but is not limited to, remedies such as:

- Implementing agreed upon measures or sanctions, such as:
 - No contact orders
 - Counseling and/or professional assessment
 - Voluntary personal leave
 - Change in student housing
 - Change in on-campus work schedule or job assignment
 - Change in class schedule or other academic measures (in conjunction with and approval by the appropriate faculty or academic office)
 - Community service
 - One-time or recurring meetings with an appropriate administrator

- Other specific measures or restrictions, such as:
 - Schedules for when certain buildings/facilities/services can be accessed
 - Schedules for when certain off-campus buildings, establishments, and other locations can be accessed
 - Limitations on participating in clubs, activities, sports teams, or other College programs
 - Reimbursement for lost or damaged property
 - Increasing monitoring or security at specific locations
 - Any other remedy that can be tailored to the parties to achieve the goals of the Policy.

Please note that any type of monetary offering or settlement would be prohibited in any agreement with the exception of a reimbursement of lost or damaged property related to the complaint.

If the Complainant is not in agreement with the outcome of the informal resolution process or chooses to end it and proceed to the formal process, if the issue cannot be resolved informally, or if the Title IX Coordinator or designee determines that additional inquiry is still appropriate, the Title IX Coordinator or designee will commence the complaint process. Either party may end the informal resolution process at any time and proceed with the formal process.

Any agreement reached is under the purview of Albertus Magnus College and does not affect or preclude any party's ability to pursue a complaint with law enforcement or another external entity.

B. Formal Resolution:

Albertus Magnus College generally completes investigations within thirty (30) business days, absent extenuating circumstances. In certain circumstances the time frames may need to be extended (e.g., during July and August; students and faculty members are often not available, significant number of witnesses to interview, multiple allegations in a single complaint). However, every effort will be made to resolve cases as expeditiously as possible. The preponderance of evidence or "more likely than not" standard of review will be used during the investigatory process.

The Respondent shall be provided with a notice of complaint describing the date, time, location, and factual allegations, a reference to the specific policy violations alleged together with possible sanctions.

The Complainant and Respondent shall be advised periodically of the status of the investigation.

C. Investigation Report:

The Title IX Coordinator or designee will prepare a written report following the completion of the investigation. Except in certain circumstances, the report should be completed within five (5) business days after the completion of the investigation. The report, at a minimum, must include a:

1. Summary of the complaint.
2. Summary of the response by the individual against whom the complaint was made.
3. Summary of the statements and evidence obtained during the investigation.
4. Summary of prior settlements or substantiated complaints against the Respondent.

D. Notice of Investigative Report:

Once the investigative report is completed the Complainant and their advisor and the Respondent and their advisor may review a redacted copy of the investigative report. Following this review the Complainant and/or Respondent may provide an additional written response to be included in the materials for informal or formal resolution. Both the Complainant and Respondent may also submit a written impact statement to the Title IX Coordinator or designee to be reviewed prior to deliberation of sanctions, if any. The Complainant and Respondent have ten (10) business days upon notification of completion of the investigative report to review and submit a written response, including acceptance or denial responsibility, and an impact statement.

E. Student Cases:

Upon completion of the final investigative report by the Title IX Office, the matter will be referred to the Office of Community Standards for adjudication pursuant to its policy and procedures.

F. Faculty, Staff or Administrator Cases: Acceptance of Responsibility

Upon completion of the final investigative report by the Title IX Office, if the Respondent accepts responsibility, the Title IX Coordinator or designee shall refer the matter to Director of Human Resources or designee for sanctioning recommendation. The Director of Human Resources or designee will work in consultation with the Vice President or designee of the Respondent's work assignment to determine final sanction. Generally, the Director of Human Resources or designee will review the matter within ten (10) business days except for good cause, or by agreement of the parties. Written notice of the date, time, and location of the review will be provided to the Complainant and Respondent. Any sanction takes into account the Respondent's prior record and any prior complaints, as well as the severity of the incident and the outcome sought by the Complainant.

In cases where the Vice President or designee of the Respondent's work assignment amends or rejects a recommendation by the Director of Human Resources or designee, the Vice President or designee of the

Respondent's work assignment will include in the file a rationale for the decision not to accept the recommendation.

The Vice President or designee of the Respondent's work assignment will send written notice to the Complainant, Respondent, Director of Human Resources, and the Title IX Coordinator or designee of their decision regarding sanction(s) within five (5) business days of receipt of the recommended sanctions. The Vice President or designee of the Respondent's work assignment will make every effort to schedule notice simultaneously to these parties.

The sanction(s) shall become final six (6) business days after written notice of said findings was provided to the parties unless formal written appeal is submitted to the Title IX Coordinator or designee. Failure to submit the appeal within five (5) business days waives the right of written appeal.

Staff and Administrator Appeal

Complainant(s) and Respondent(s) may appeal sanction(s) based on grounds that the sanction(s) imposed are disproportionate to the violation of policy. The Complainant and Respondent may submit an additional statement regarding the case within three (3) business days upon notification that either party has submitted an appeal.

The Title IX Coordinator or designee will refer the matter to the Vice President for Student Affairs / Dean of Students as designated by the Title IX Coordinator or designee. The Vice President for Student Affairs / Dean of Students has five (5) business days to confirm, amend or reject a recommendation(s). The Vice President's sanction decision is final. The Vice President will provide written notice of the outcome of the appeal to the Complainant, Respondent, Human Resources and the Title IX Coordinator or designee. The Vice President will make every effort to schedule notice simultaneously to these parties.

In cases where the Vice President amends or rejects a recommendation, the Vice President will include in the file a rationale for the decision not to accept the recommendation.

Faculty Appeal

Where a complaint is made against a faculty person and that faculty person is seeking the appeal, appellate review shall be provided through the Faculty Council pursuant to the procedures in the Faculty Handbook. The Title IX Coordinator or designee will provide written notice of the request for an appeal to the Complainant.

G. Faculty, Staff or Administrator Cases: Denial of Responsibility:

Upon completion of the final investigative report by the Title IX Office, if the Respondent denies responsibility, the Title IX Coordinator or designee shall refer the matter to Director of Human Resources or designee for finding(s) and sanctioning recommendation. Generally, the review will occur within ten (10) business days except for good cause, or by agreement of the parties. Written notice of the date, time, and location of the review will be provided to the Complainant and Respondent. Any sanction takes into account the Respondent's prior record and any prior complaints, as well as the severity of the incident and the outcome sought by the Complainant.

In cases where the Vice President or designee of the Respondent's work assignment amends or rejects a recommendation by the administrative team, the Vice President or designee of the Respondent's work assignment will include in the file a rationale for the decision not to accept the recommendation.

The Vice President or designee of the Respondent's work assignment will send written notice to the Complainant, Respondent, Human Resources, and the Title IX Coordinator or designee of their decision within five (5) business days of receipt of the recommendations from the administrative team. The Vice President or designee of the Respondent's work assignment will make every effort to schedule notice simultaneously to these parties.

Staff and Administrators Appeal

The decision of appropriate Vice President or designee and sanction imposed shall

become final six (6) business days after written notice of said decision was sent to the Respondent unless a formal written appeal is submitted to the Title IX Coordinator or designee. Failure to submit the appeal within five (5) business days waives the right of written appeal.

Complainant(s) or Respondent(s) may submit an appeal based on the findings. Appeals of the finding(s) of responsibility must be based on procedural error or new information that was not available at the time of the Formal Review, could not have been produced by a reasonable effort, and could reasonably have impacted findings; and/or based on grounds that the sanction(s) imposed are disproportionate to the violation of policy that was found to have occurred.

The Complainant(s) or Respondent(s) may make a formal appeal in writing to the Title IX Coordinator or designee. The Complainant(s) and Respondent(s) may submit an additional statement within three (3) business days upon notification that either party has submitted an appeal. The Title IX Coordinator or designee has five (5) business days to grant or reject the appeal. If an appeal is granted by the Title IX Coordinator or designee, the case will be referred back to the administrative team for review of any supplemental information. Within ten (10) business days of receipt of the appeal, the Director of Human Resources or designee will forward its recommendations to the VP of Respondent's work area or designee who may accept, amend or reject the administrative team's final recommendations. The VP of the Respondent's work area or designee will provide written notice of the outcome to the Complainant, Respondent, Human Resources and Title IX Coordinator within five (5) business days; every effort will be

made to schedule notice simultaneously to the parties. All sanctions will take effect immediately. This decision is final; further appeal is not available.

Faculty Appeal:

Where a complaint is made against a faculty person and that faculty person is seeking the appeal, appellate review shall be provided through the Faculty Council pursuant to the procedures in the Faculty Handbook. The Title IX Coordinator or designee will provide written notice of the request for an appeal to the Complainant.

H. Dispositions/Compliance Monitoring:

The Vice President for Student Affairs / Dean of Students or designee is responsible for monitoring student compliance, if applicable.

Written notification of findings that trigger monitoring responsibilities shall be provided to the person responsible for monitoring compliance. Other parties may be notified, as deemed necessary, to ensure compliance.

Failure to observe the terms and/or conditions of any informal resolution or sanctions imposed in formal resolutions constitutes grounds for new action under either the procedures outlined in this policy or those identified for addressing matters of student misconduct.

The Deputy Coordinator, in consultation with the Title IX Coordinator or designee, the Complainant and/or person responsible for monitoring compliance, will determine which procedures shall be applied for investigation and response.

I. Dismissal of Tenured Faculty:

In cases where complaints against tenured faculty members are found to have merit and where dismissal is the decision, the Provost / Vice President for Academic Affairs shall provide a Notice of Termination to the tenured faculty member which shall be effective two (2) weeks after served or mailed to the Respondent, unless, during the two (2) week time frame, the Respondent submits a written request for a dismissal hearing by the Faculty Council.

Upon the submission of a request for a dismissal hearing, the procedures set forth in the Faculty Handbook shall be followed.

Tenured faculty members shall have no additional appeal rights under this policy and procedures other than those provided under the Faculty Handbook.

I. Records of Complaints/Reports:

A copy of the investigation report and the final decision shall be maintained by the College and included in the Conduct or Human Resources file of the Respondent only if the determination concludes that the Respondent engaged in prohibited conduct. Complaints against students will be held in the Respondent's file in accordance with the policy as stated in the Retention and Release of Student Disciplinary Records.

No record of a complaint is kept in the Complainant's Human Resources file or student file unless the investigation concludes that the complaint was knowingly false and malicious. The Title IX Coordinator or designee shall keep a record of all reports and complaints made under the Discrimination and Harassment Policy, regardless of the outcome. All documents prepared and maintained pursuant to the Discrimination and Harassment Policy and Procedures shall conform to all applicable governing law. Record retention and release by the College shall be in conformance with applicable law and regulations.

XI. Annual Reporting

The Title IX Coordinator or designee shall provide the Director of Public Safety with an annual confidential report, detailing the number and disposition of different types of incidents, allegations, reports, and complaints of discrimination that have come to their attention each year.

Information that could identify Complainants, or Respondents against whom no finding has been made, shall not be included. A summary may be provided to the College community as long as confidentiality of individuals' identities is not breached.

XII. Resolution Through Other Means

Complainants and Respondents have the right to seek resolution through other sources.

Harassment is not only prohibited by Albertus Magnus College, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report harassment. Employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e et seq.

An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY:

1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

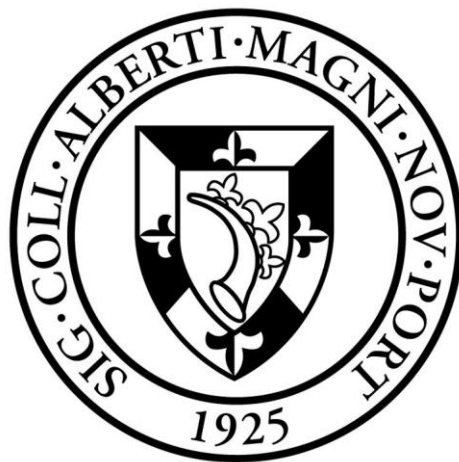
Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

The Source

Student Handbook

2024-2025



Albertus Magnus College

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Please note that this is a living document, revisions and updates are made on as needed basis.

Students should refer to the student portal for the most up to date version.

**DEPARTMENT OF STUDENT AFFAIRS
VICE PRESIDENT FOR STUDENT AFFAIRS & DEAN OF STUDENTS**



Albertus Magnus College
700 Prospect Street
New Haven, CT 06511

203.773.8542
203.773.8984 *fax*
afoster@albertus.edu

Dear Student:

Albertus Magnus College is committed to the development of the whole person through curricular and co-curricular activities. As a student, you will be challenged; you will be encouraged to examine your values and ideas, and to seek the truth in all of its dimensions, as you grow in establishing your individual goals, career aspirations, and life pursuits. As such, the student handbook is intended to act as a framework.

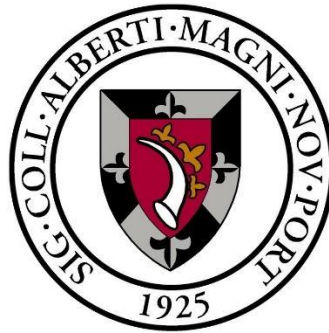
It provides guidelines to help you learn and grow in good standing as a member of the Albertus community. It provides standards, policies, and procedures which contribute to maintaining a safe and welcoming environment.

Please note that the written policies and procedures outlined in this handbook are subject to change at any time.

Yours Truly,

Andrew A. Foster
Vice President for Student Affairs

TRADITION OF HONOR

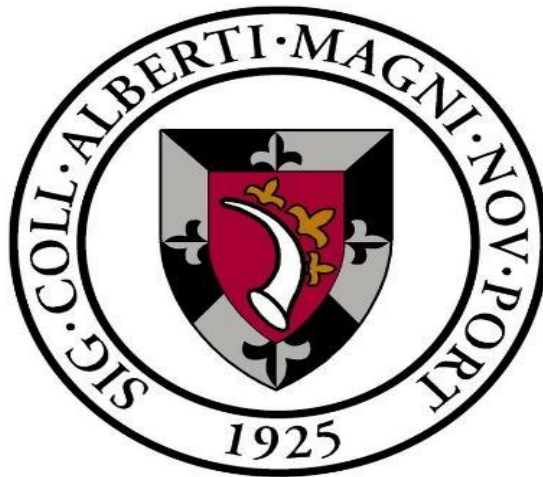


Honor

The ideal of honor is an integral and important part of college life at Albertus Magnus College. It enables each student to develop personal integrity by placing full responsibility on one for her/his actions. Its spirit and practice should extend to every aspect of college life. A student is expected to be honorable in all academic work and in one's dealing with the College and members of its community. Demanding the highest type of personal integrity, the spirit and practice of honor:

- A. Encourages a strong sense of mutual responsibility, respect, trust and fairness among all members of the campus community – students, faculty/staff, and administration.
- B. Strengthens student self-government.
- C. Promotes better scholarship.
- D. Forms the basis for good living not only in the College community, but also in one's future life.

EXPLANATION OF THE SEAL OF ALBERTUS MAGNUS COLLEGE, COLLEGE COLORS, & PILLARS



The seal of Albertus Magnus College is the coat of arms of the House of Bollstadt, to which St. Albert is said to have belonged, superimposed upon the seal of the Dominican Order. The original meaning of the horn has been lost, but it may be interpreted as a horn of plenty filled with the treasures of knowledge which are distributed by the College. The full meaning is, therefore, that knowledge coupled with love, fostered in the Order of Preachers, is poured out upon the students of Albertus Magnus College.

COLLEGE COLORS

Blue / White

Silver

Light Steel Blue

Pillars

Study - Red

Prayer - Purple

Community - Green

Service - Yellow

THE MISSION OF ALBERTUS MAGNUS COLLEGE

Statement of Mission

The mission of Albertus Magnus College is to provide men and women with an education that promotes the search for truth in all its dimensions and is practical in its application. Founded by the Dominican Sisters of Saint Mary of the Springs, Albertus Magnus College, faithful to its Catholic heritage and the Judeo-Christian tradition, remains dedicated to providing an opportunity for learning which responds to the academic needs and ethical challenges of its students and of society.

This mission of Albertus Magnus College derives from the intellectual tradition of the Dominican Order whose essential charisma is the search for truth (*Veritas*). Reflective of the dedication and commitment to service of our founder and sponsor, we at Albertus assume responsibility for the fulfillment of our particular service as an academic community. Principles which guide our mission and purpose include the following:

- The College embraces the Liberal Arts tradition and is committed to a vibrant curriculum, including a General Education program that is both scholarly and humanistic enlarging.
- The College encourages students to participate in academic internships, practical and relevant work experiences as preparation for meaningful careers.
- The College strives to bring together a richly diverse student body and cultivates an atmosphere of mutual respect and ethical behavior.
- The College fosters close, positive interaction between faculty and students, thereby offering broad opportunities for challenge and growth.
- The College provides an educational environment dedicated to enhancing each student's development both as an individual and as a member of society.
- The College prepares students to become responsible, productive citizens and lifelong learners, encouraging them to contribute to their communities and to become moral leaders in a complex world.

Approved by the Board of Trustees

March 21, 2003

DIVISION OF STUDENT AFFAIRS

Mission Statement

As a reflection of Albertus Magnus College's mission and Dominican tradition, the Division of Student Affairs is committed to the development of the whole person through co-curricular activities. Our objective is to educate students to make meaningful contributions as citizens in a complex world, through collaboration of residential life, campus activities, counseling, and health services.

Our objectives are:

- To design, implement, and continuously assess programs geared to assisting students with the lifelong process of self-discovery, wellness, and the lifetime search for truth in all its dimensions.
- To facilitate obstacle-free access to physical, mental, and spiritual services for all students.
- To foster a values-based environment of mutual respect, a strong sense of community, teamwork, resiliency, and good character.
- To empower students to become open-minded, culturally aware individuals, committed to valuing diversity, the pursuit of social justice, and leading with a moral compass.

ACADEMIC CONDUCT

Appropriate Classroom Conduct Code

Albertus Magnus College encourages students to be inquisitive, question what they are taught, and express differences of opinion in a reasonable, non-disruptive manner. This means each student should be considerate and respectful of the rights, views, and interests of other students and faculty. No student has the right to be rude, demeaning, or disrespectful to other students. The college expects students to conduct themselves as responsible individuals and refrain from any and all disruptive behavior. All students have the right to learn in an environment free from disruptive behavior so they may derive the full benefit from the course.

Common Disruptive Behaviors include, but are not limited to:

- Monopolizing class discussion
- Doing something else in class
- Displaying overt disinterest (sleeping, leaving)
- Asking irrelevant questions
- Causing disruptions by making disturbing noises (using cell phones or computers, eating, clicking pens, etc.)
- Packing up books before class ends
- Making late and/or noisy entrances to class
- Not listening and then asking others about the material
- Talking when someone else is speaking
- Sending or receiving text messages
- Using unauthorized electrical devices
- Overreacting to returned assignments or exams
- Exhibiting a challenging, arrogant or insolent manner
- Using obscene language or gestures
- Making offensive comments to another student or the faculty member
- Verbally threatening another student or the faculty member
- Physically threatening another student or the faculty member

Student behavior which makes the classroom environment uncomfortable or hostile for another person is considered a serious offense. The course instructor has primary responsibility for control over conduct in the classroom and may direct the temporary removal of any student who is disruptive, poses a risk to the instructor and/or students, or is in violation of college regulations. The instructor must report such conduct in writing to the Associate Dean for the Undergraduate Day Program for determination of appropriate sanctions, including extended or permanent suspension from the classroom or expulsion. A student may appeal such decisions to the College Conduct Board, but the decision of the Associate Dean as approved by the Vice President for Academic Affairs shall remain in force until the College Conduct Board has rendered its decision. Faculty and students have the right to expect an environment which is conducive to student learning.

Intellectual Honesty

A degree from Albertus Magnus College represents not only a high quality of intellectual achievement, but also the completion of the work in accordance with the highest standards of academic honesty and integrity.

These standards embrace the following principles:

1. The student's work shall be the result of one's own effort.
2. In writing papers, the student shall give the appropriate acknowledgment of the work of others which is included in the paper.

3. Due regard must be observed for the right of others to have fair and equal access to library resources.

The following regulations are in keeping with these standards:

1. *Examinations:*

- A. Under the honor system, examinations are not proctored, though professors should be available to students during exams and may remain in classrooms during exams. Both faculty members and students are responsible for upholding academic integrity in the classroom.
- B. A student shall neither give nor accept help during examinations or quizzes.
- C. A student must sign the following statement at the end of each examination:

I DECLARE THE HONOR PLEDGE.

- D. Students may not take books of any kind into the examination room or in any room where tests are being given, unless specifically permitted or required to do so by the professor.

2. *Plagiarism:*

- A. Plagiarism is the most serious offense against academic integrity and intellectual honesty. Instructors are requested to explain to their students the proper procedure in regard to the work involved in the assignments of their class.
- B. No paper or report may be offered in more than one course without permission of the instructor. It is generally understood that:
 - a. In writing any sort of paper, the student must acknowledge in footnotes or bibliography, all sources from which ideas, facts, or opinions have been gathered.
 - b. In taking notes, direct quotations should be clearly marked and the pages from which any information is taken should be indicated. The student should be familiarized with the way to use source materials.
 - c. Carefulness in these matters will prevent the danger of unconscious plagiarism.
 - d. In completing written assignments, the student must work independently unless the class instructor indicates otherwise.

Procedure for Appealing a Course Grade

If a student believes that a course grade has been assigned in an arbitrary or capricious manner, he or she may appeal the grade through the following steps:

- A. A. The student first should discuss the matter with the faculty member no later than two weeks after the start of the semester following that in which the grade was given.
- B. B. If no satisfactory solution is reached, the student should arrange a meeting with the department chair, the faculty member, and the student.
- C. If the matter is still unresolved, the Vice President for Academic Affairs or a designated representative becomes involved as an unofficial mediator.
- D. If these steps fail to result in a solution the student views as satisfactory, the student may choose to drop the issue or to lodge a complaint with the Faculty Chair, who will appoint an ad hoc committee to review the case.
- E. The final decision regarding grades always remains with the faculty member who is the instructor of record for the course.

Procedures That Faculty Members Follow When Addressing Alleged Academic Violations of the Tradition of Honor:

Because of their special role as leaders in the Albertus Magnus College academic community, faculty members have a particular charge to uphold the College's Tradition of Honor. If, in their professional judgment as scholars and teachers, they suspect that a student is not abiding by the Tradition, they have a responsibility to research any suspected infractions and to address them appropriately. In so doing, faculty should adhere to the following guidelines:

- Review the College's Tradition of Honor and policies relating to intellectual honesty and appropriate classroom conduct.
- Include a statement of the Tradition of Honor on all syllabi and take reasonable measures to forestall academic dishonesty by discussing what it entails and how it will be addressed in specific courses. Faculty will inform students regarding their obligations in upholding the Tradition.
- Gather evidence to support their suspicion. It is appropriate that faculty locate sources of plagiarism or locate other evidence that academic dishonesty has occurred which would be compelling to a neutral third party.
- Notify the student that he or she is suspected of an infraction and offer to discuss the matter. Ideally, this should be done in person, but if this is impracticable, it may be done in writing with the offer of a follow-up discussion. Faculty have a responsibility to take reasonable steps to assure that notification occurs. Faculty should not unilaterally impose sanctions until having met with the student, unless the student fails to respond to the notification in a timely manner or refuses to meet with the faculty member.
- Complete an Intellectual Honesty Form (see below)
- Meet with the student if he or she so chooses in order to give the student an opportunity to discuss the validity of the charge(s) and appropriateness of the sanctions. The faculty member may wish to have a neutral third party who is a member of the College's faculty or administration present when meeting with the student.
- After discussion with the student, determine if the formal sanctions are warranted. If the faculty member believes that they are warranted, he or she should present the student with the Intellectual Honesty Form. The student should sign it, choosing not to contest the charges and accepting the sanction(s), choosing not to contest the charges but to contest the sanction(s), or choosing to contest the charges. Should the student choose either of the latter options, the next step in the College conduct process should be initiated. The instructor should return the form to the Office of Academic Affairs, and the Vice President for Academic Affairs or the Vice President's designated representative should assure that the next step of the process is initiated.
- If a faculty member proposes a sanction that is more severe than failure in the course, the matter will automatically trigger a College Conduct Board hearing

ACADEMIC MISCONDUCT

Plagiarism:

Plagiarism is the appropriation in whole or in part of another person's ideas, writings, or other work as one's own. Students are expected to acknowledge the work of others whether they draw upon it directly or indirectly.

Academic theft or inappropriate use of another student's idea(s), writing(s), or other work.

Aiding and abetting another student in cheating, academic theft, or plagiarism.

Fabrication:

Fabrication is the manufacturing of data, quotations, citations or other materials as supporting documentation for the assignment.

Typical sanction(s) may include: *failure on an assignment or failure for a course. In cases of repeated offense, sanctions may be severe as suspension or expulsion from the College. In addition, sanctions may include letter(s) of apology to specific individuals, such as faculty, students in the course in which the offense occurred, and those whose works or ideas were appropriate.*

INTELLECTUAL HONESTY FORM

Student:

Instructor:

Address:

Course:

Term:

Local Telephone:

Brief Description of Violation of the Tradition of Honor:

Proposed sanction:

To the instructor: In order to impose a sanction, you must notify the student orally or in writing of the violation, provide a summary of the evidence substantiating your determination, and state your proposed sanction. You must provide the student with an opportunity to address the allegation(s). Should the student contest the charge or the sanction, you must provide a written explanation of the case and a copy of any supporting documentation to the appropriate authorities as outlined in the College's Conduct process.

I have followed these procedures and have imposed the sanction stated above.

Instructor Signature

____/____/____

date

To the student: You have been accused of violating the Tradition of Honor. You may accept responsibility for having violated the Tradition, or you may contest the accusation. Should you choose to pursue the latter course, you may follow the procedures outlined in the "Albertus Magnus College Conduct System." If, after meeting with your instructor, your instructor is convinced that no incident occurred, it is unnecessary to complete this form. Should you admit that an infraction occurred and consent to the proposed sanction, you should sign this form, and the instructor will place it on file with the Office of Academic Affairs. Should it be found that you have violated the Tradition of Honor twice, you will automatically have a hearing before the College Conduct Board upon the third charge of violating the Tradition.

Please complete one of the options below:

I do not contest the charge(s) outlined by the instructor and accept the proposed sanctions.

_____/____/____
Student Signature date

I do not contest the charge(s) outlined by the instructor, but wish to take the next step in the College conduct process in order to contest the proposed sanction(s).

_____/____/____
Student Signature date

I contest the charge(s) outlined by the instructor and wish to take the next step in the College conduct process.

_____/____/____
Student Signature date

ACADEMIC AFFAIRS

Aquinas 109

Phone # 203-773-8539

The Office of Academic Affairs is located in Aquinas Hall, Room 109. You can contact the Office by email (mkos@albertus.edu) or by telephone (203-773-8539). If you want advice about your academic program, have questions about college academic policies or procedures, need immediate assistance with an academic concern, are struggling academically or want to learn more about the curricular and co-curricular opportunities Albertus has to offer, contact the Office of Academic Affairs.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are

inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); the National Student Loan Clearinghouse; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Albertus Magnus College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

COMPLAINT RESOLUTION:

Albertus Magnus College is committed to the appropriate resolution of complaints and has policies and procedures for addressing grade appeals, faculty and non-faculty grievances, student grievances, academic dishonesty, sexual harassment, and misconduct. For students who have exhausted all institutional grievance procedures, the following accrediting and state agencies are available to handle complaints (note that these agencies will not consider complaints until all institutional grievance procedures have been followed):

State of Connecticut

Office of Higher Education

61 Woodland Street

Hartford, CT 06105-2326

<http://www.ctohe.org/StudentComplaints.shtml>

Regional Accrediting Body:

New England Association of Schools and Colleges
3 Burlington Woods Drive, Ste 100
Burlington, MA 01803-4514

CAMPUS RESOURCES

AQUINAS HALL

Aquinas is home to Academic Affairs, Accelerated Degree Program, Business Office, Continuing Education, Financial Aid, First Year and Transfer Advisors, Purchasing, and Registrar. Many faculty members also have offices in the building. There are computer labs on the first and third floors and a commuter lounge on the ground floor.

ACADEMIC AFFAIRS

Aquinas 109

Phone # 203-773-8539

The Office of Academic Affairs is located in Aquinas Hall, Room 109. You can contact the Office by email (mkos@albertus.edu) or by telephone (203-773-8539). If you want advice about your academic program, have questions about college academic policies or procedures, need immediate assistance with an academic concern, are struggling academically or want to learn more about the curricular and co-curricular opportunities Albertus has to offer, contact the Office of Academic Affairs.

BUSINESS OFFICE

Aquinas 101

Phone # 203-773-8532

The Business Office is open from 8:30 a.m. - 4:30 p.m. on Monday through Friday.
Services may not be available from 2:00 p.m. - 3:15 p.m.

FINANCIAL AID

Aquinas 107

Phone # 203-773-8508

FINANCIAL AID OFFICE HOURS AND LOCATION:

Address:

Albertus Magnus College

Location: Aquinas Hall, Room 107

700 Prospect Street

Phone: (203) 773-8508 or toll-free 1(800) 935-6621

New Haven, CT 06511

Fax: (203) 773-8972

Email: financial_aid@albertus.edu

GPS Address: 915 Winchester Avenue

Website: www.albertus.edu/fao

New Haven, CT 06511

Net Partner: www.albertus.edu/netpartner

Office Hours:

Mondays: 8:30a.m. - 4:30p.m, Tuesdays, Wednesdays, and Thursdays: 8:30a.m. - 6:00p.m, Fridays: 8:30a.m. - 4:30p.m.

In addition to the above hours, the Financial Aid Office will have additional late or weekend hours during registration periods and the start of new classes. Hours may change during the summer. Office hours are posted on, Net Partner, the internal Portal and external website and are also available outside the Financial Aid Office.

The mission of the Albertus Magnus College's Financial Aid Office is to serve the student body and all members of the College community, facilitate access to higher education, provide financial means, assist in the achievement of enrollment goals, promote financial knowledge, and adhere to all state and federal compliance regulations.

To apply for Financial Aid, students must complete the Free Application for Federal Student Aid (FAFSA) on an annual basis. The priority deadline for submitting the FAFSA to receive institutional and state aid is April 15th. Students should follow-up with the Financial Aid Office once the FAFSA is submitted to ensure that all required documents are completed in a timely manner. The deadline for all remaining financial aid documents is July 29th.

The Financial Aid Office strives to reduce unnecessary over-borrowing of federal and student loans. To that end, students can visit the Alternative Financing on my Albertus Portal for information on and links to current outside scholarships for which they can apply. Students are also encouraged to sign up for the Intuition Portal, a free money management resource created to help students make good decisions about budgeting, spending, saving, and borrowing money. Students can contact the Financial Aid Office for additional information and alternative means for financing their education.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All Financial Aid recipients must maintain Satisfactory Academic Progress (SAP) in order to receive federal, state, and institutional aid. Students must maintain SAP throughout the duration of their academic program.

SAP is assessed by *qualitative* and *quantitative* measures and is evaluated at the end of each completed academic year in the student's program. *Qualitative measures* are herein defined as a minimum Cumulative GPA average at the end of the student's academic year. *Quantitative measures* are herein defined as the student earning a minimum of 67% of credit hours attempted at the College as well as credits/hours transferred from other colleges, and completion of coursework in designated timeframe. A student's Cumulative GPA is calculated using grades earned at the College and only GPAs transferred from other colleges that were earned prior to the beginning of the 2011/2012 Academic Year. The quantitative measures (percentage completed) for students who attended in Spring 2020 were waived due to the COVID-19 pandemic.

To be in good academic standing, undergraduate students must meet the following minimum requirements at the end of the academic year:

Undergraduates*	Academic Year	C.G.P.A.		Percentile of Credits Earned
	First Year	1.7	and	67%
	Second Year	2.0	and	67%
	Junior Year	2.0	and	67%
	Senior Year	2.0	and	67%

Graduates** All Years 3.0 and 67%

*Students enrolled in preparatory courses and post-baccalaureate certificate students will be reviewed according to fourth-year Undergraduate SAP policies and procedures.

**Post-graduate certificate students will be reviewed according to Graduate SAP policies and procedures.

Students who receive FSA funds can only have previously passed repeat coursework paid for once (the normal SAP policy still applies in such cases). If a student repeatedly fails or withdraws from a course, the course is still eligible to be paid by FSA funds (the normal SAP policy still applies in such cases). A student who receives an incomplete in a course in a prior term who is completing the coursework in the subsequent term to erase the prior incomplete, the student is not considered to be enrolled in the course for the subsequent term. Therefore, the hours in the course do not count toward the student's enrollment status for the subsequent term, and the student may not receive FSA funds for retaking the course. However, if a student who received a non-punitive grade in a course in a prior term is retaking the entire course for credit in the subsequent term, the hours in the course count toward the student's enrollment status, and the student may receive FSA funds for retaking the course.

For Withdrawals, the credits are counted in attempted and/or completed courses, but the student's CGPA is not affected. These courses are reflected on the student's final transcript. A grade of WA is recorded for administrative withdrawal. The grade of WA is not computed in the student's grade point average and therefore involves no academic penalty. The Registrar must authorize the recording of this grade.

Students who stop attending a course for 14 consecutive calendar days, who have not been in contact with their course instructor, academic dean, academic advisor, and/or administrative officer and who fails to unofficially drop the course will be assigned a grade of "UF," Unearned F. A UF grade is counted as a failure in the calculation of grade point average and academic standing. A student who is assigned a UF grade will not be allowed to return to the class for the current term/module. The issuance of a UF grade will activate re-evaluation of the student's financial aid. Students who have been issued a UF grade can officially withdraw from the course by filling out a drop form and WP/WF form with the instructor's signature and returning the documents to the Office of the Registrar. This will replace the UF grade with a WP or WF grade for the course(s) they are officially withdrawing from. To do this, students must meet the withdrawal deadlines posted on the appropriate academic calendar.

In addition to reviewing SAP annually for all students, the Financial Aid Office reviews SAP:

- Within a 12-month period for programs whose award year is longer than 12 months
- At the end of each payment period for programs of study one year or less
- At the end of an undergraduate student's second calendar year of enrollment
- At the end of each payment period for students on probations and/or Financial Aid plans
- At the end of the summer term (Module 5)
- At the point a student re-enters and/or re-enrolls in a program
- At the point additional information is received that may impact SAP (i.e., a grade change)

All student files are documented accordingly upon SAP review.

However, once an undergraduate student has completed the equivalent of two academic years (i.e., four semesters, eight modules) regardless of enrollment status, he/she must be making a minimum 2.0 Cumulative GPA in accordance with Albertus Magnus College's institutional graduation requirements to meet the qualitative measures.

Students who have declared a major must maintain a 2.0 CGPA in the courses belonging to the major in accordance with Albertus Magnus College's institutional graduation requirements. Major GPAs will be reviewed at the end of every academic year.

For students participating in an approved study abroad program, all credits attempted/completed and all grades will be used in the next appropriate SAP review.

Full-time undergraduate students making SAP may receive financial aid for up to six years of full-time attendance, or until the student is certified for graduation by the College, whichever comes first. The Traditional Undergraduate Program academic year consists of two terms (Fall and Spring Semesters) and are offered as credit hours. Full-time students in the Traditional Undergraduate Program take 24 credits in 32 weeks per academic year, normally enrolling in 15 to 16 credits a semester. Each semester is considered a payment period. Students are not permitted to carry more than five courses a semester with the exception of HU 101, PE 95, 96 and CC 260. Each student is provided an Advising Handbook that may be used as a guide in selecting course and credit loads in each semester. The Professional and Graduate Studies (PGS) Program undergraduate program academic years consist of two terms (Fall and Spring Semesters) and are offered as credit hours. Full-time PGS undergraduate students take 24 credits in 32 weeks per academic year. Full-time students in PGS typically enroll in 12-15 credits per semester over the course of the Fall and Spring Semesters. Fall semester consists of Modules 1 and 2. Spring Semester consists of Modules 3 and 4. Students are reviewed at the start of the payment period; students may not gain eligibility mid-payment period. Module 5 is an optional summer semester. Semester-long courses are only assessed in the module the course begins. Students are assigned an Academic Advisor to help with course selection and enrollment planning. Students are assigned an Academic Advisor to help with course selection and enrollment planning. Part-time undergraduate students making SAP may receive financial aid for up to 10 years of part-time attendance, or until the student is certified for graduation by the College, whichever comes first. The timeframe cannot exceed 150% of the published length of the program measured in credit hours attempted. Graduate students have seven years from the date of first enrollment to complete all required coursework with the exception of their thesis, regardless of enrollment level. Students who have multiple concentrations that go toward one degree will not receive an extension to the degree completion timeframe. At the point the Financial Aid Office determines a student will not graduate within the maximum timeframe, financial aid eligibility is lost.

Students who fail to meet the minimum SAP requirements outlined above will have their Financial Aid terminated. Students who fail to meet SAP will receive written notification from the Financial Aid Office, and have the option to submit an appeal to the Financial Aid Office. For more information on appealing, please refer to the Appeal Policy.

For additional information, or to view the full SAP Policy, please contact the Financial Aid Office at (203) 773-8508 or at financial_aid@albertus.edu.

RETURN OF TITLE IV FUNDS (R2T4) POLICY

The Albertus Magnus College Financial Aid Office recalculates federal, state, and institutional financial aid eligibility for any student who withdraws, drops, is administratively withdrawn, is considered unofficially withdrawn from the college prior to the end of a payment period, or who dies during the payment period if they have not reached 49% point in the payment period, completed at least half-time enrollment for the payment period, or satisfied all graduation requirements. Albertus Magnus College institutionally requires that attendance be reported on a weekly basis for all enrolled students. The Financial Aid Office performs a Return of Title IV (R2T4) calculation for all instances listed above to determine the earned and unearned portions of Federal Student Aid (FSA) as of the date the student ceased attendance and is based on the amount of time the student spent in attendance. A prorated schedule is used to determine the amount of FSA funds the student has earned at the time of withdrawal. The R2T4 calculation determines the percentage of aid earned by the student based on the number of calendar days attended divided by the amount of calendar days in the student's scheduled payment period as defined in the

course catalog less any scheduled breaks. Additionally, state and institutional aid will be reviewed and recalculated in accordance with the institutional refund policy when appropriate.

Official Withdrawals

Traditional Undergraduate and Professional and Graduate Studies Program students who wish to officially withdraw must contact the Registrar's Office and complete a Statement of Withdrawal Form. The Date of Determination (DOD) is 14 days from the student's Last Day of Attendance (LDA) (or less if applicable). Upon a student's withdrawal, notification is provided to the Financial Aid Office in writing. The LDA is the last day the student attended class based on attendance records and is considered the withdrawal date. The Registrar's Office uses this date to report enrollment status to the National Clearinghouse.

If the student returns to the same program at the same school within the same academic year of the withdrawal, the student would be considered to be in the same payment period, and the student's eligibility for FSA funds should be the same as if the student had not left. For a student who withdraws and returns within the same academic year, a school may extend the original loan period and schedule new disbursement dates for second or subsequent disbursements.

Unofficial Withdrawals

In unforeseen circumstances, when official notification is not received from the student or for students who withdraw without written notification, the DOD will be 14 days from the student's LDA (or less if applicable). The last date of attendance will be determined from attendance records as the last day the student was present; an excused absence is not an acceptable last date of attendance. If a student dies during the payment period, the date of withdrawal cannot be later than the date the student died.

Leave of Absence

Albertus Magnus College does not have a Leave of Absence Policy.

Scheduled Breaks

Intercessions

For the purposes of enrollment reporting, the winter intercession is considered part of the spring semester. Students participating in intercession courses who withdraw from the school will have a different calendar that is inclusive of their extended spring semester.

Study Abroad/Consortium Agreements

Graduating or Complete all Graduation Requirements

If a student completes all graduation requirements or graduates prior to the end of their payment period, no R2T4 is required.

Future Attendance: Programs Offered in Modules

For a student who withdraws, but has intent to return within 45 days from the last date of the module attended from which the student is withdrawing, an R2T4 is not required as long as the student provides timely notice of their intent to return after the school's DOD. A student must provide written or electronic confirmation of their intent to re-enroll on a Registration Form. A student may change their indicated date of return as long as the date remains in the same academic year. Should a student not return on the indicated date, the date of withdrawal will be considered the initial withdrawal date and is subject to an R2T4 calculation.

Timeframe

Returns

After the return calculation is completed, the Financial Aid Office returns any unearned FSA funds to its originator within 45 days of the DOD or LDA, whichever comes later. In cases when a refund is needed, the R2T4 calculation for a Direct Loan may result in an amount that includes pennies. Funds will be rounded down to the nearest whole dollar amount.

Post-Withdrawal Disbursements

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they are eligible to receive a post-withdrawal disbursement (PWD) of the earned aid that was not received. Federal Student Aid (FSA) grants will be reviewed first to fulfill the eligible PWD amounts as long as the disbursement can still be made within 180 days of the withdrawal and all other eligibility criteria are met. Grant funds are not subject to approval by the student. Students eligible for a post-withdrawal disbursement of Direct Loan funds will be notified by the Financial Aid Office of their eligibility within 30 days of their date of determination (DOD). The student's account will be reviewed, and their estimated owing balance will also be included in the notification. The student must accept or deny (either a portion or in full) these funds within 30 days of DOD; failure to accept within the timeframe may result in cancellation of the aid. Funds will be disbursed within 45 days of withdrawal. No disbursements will be made to the student's account after 180 days after withdrawal. Please note that if a student has already received one disbursement of loan funds in their loan period, they are not eligible for a post-withdrawal disbursement for additional loans. All loans must be originated prior to the student's withdrawal. In the event that a student is eligible for a post-withdrawal disbursement in a prior academic year that has already been closed, the Financial Aid Office will reopen the year to ensure the student receives the disbursement of eligible grant funds as long as it occurs within the timeframe above.

The Financial Aid Office requires a written response on PWD notifications. If a response is not received by the required deadline, a PWD No Response letter is sent notifying the student that their financial aid has been canceled. The R2T4 Review Panel reserves the right to review responses received after the posted deadline. PWD notifications and authorizations are reviewed by counselors, as well as by the R2T4 Review Panel chair. Funds disbursed will be applied to institutional charges first, and if a remaining amount exists, it will be sent to student. Students who die during the payment period are not eligible for a PWD.

Repayment of Student Loan Funds

At all times, students are responsible for repaying loan funds that they have earned. If an R2T4 calculation results in an overpayment/unearned aid, the Financial Aid Office will return the total percentage of federal loan funds it is responsible for. Additionally, the remaining percentage of federal loan funds that have not been earned, and are not the responsibility of the school to return, must be repaid by the student. If a student dies while in attendance, an R2T4 calculation is required and the institution must return the Title IV funds for which it is responsible.

Loan Origination

If a student withdraws prior to the origination of their loans then the loans cannot be included in the R2T4 calculation.

Grant Overpayments

If an R2T4 calculation results in an overpayment/unearned aid, the Financial Aid Office will return grant funds in excess of fifty dollars on behalf of the student.

Institutional Charges

Institutional charges used in the R2T4 calculation are charges that were initially assessed during the payment period from which the student withdrew; these charges are generally paid directly to the College. In the event of a

rate change, charges will be adjusted to reflect the change if it occurred prior to the withdrawal. The R2T4 calculation is performed prior to charges being reviewed for refund. The following is a list of applicable charges included in a return calculation:

The following is a list of applicable charges included in a return calculation:

Undergraduate Charges	Modular Charges	Cohort Charges
Tuition	Tuition	Tuition
Fees:	Fees:	Fees:
Information Technology Fee	Information Technology Fee	Information Technology Fee
Activity Fee	Activity Fee	Resource Fee
Registration Fee	Registration Fee	
Room and Board	Book Voucher	
Book Voucher		

The following charges are not included in a return calculation: books, Insurance Fees, Drop Fees, and charges to a student's account for indirect educational expenses.

Institutional Refund Policy

For students who withdraw, drop out, are dismissed, or take an LOA from the College, the following refund schedule will be applied towards institutional charges. Please be aware that based on the refund calculations applied, a student is responsible for any outstanding charges owed to Albertus Magnus College. All fees (Application Fee, Registration Fee, Add/Drop Fee, Course Lab Fees) are non-refundable.

Tuition Charges Refund Schedule:

Undergraduate Schedule	Cohort Schedule
100% refund - The first calendar day of classes	100% refund – Student withdraws up to one week before or on the first night of class
90% refund - The 2nd to the 7th calendar day of classes	90% refund – Student withdraws after the first night of class and before the second night
50% refund - The 8th to the 51st calendar day of classes	50% refund – Student withdraws after the second night of class and before the third night
0% refund - The 52nd calendar day and beyond of classes	0% refund – Student withdraws after the third night of class and beyond
Modular Schedule (Eight Week Sessions)	Modular Schedule (Session-Long Masters Programs MAAT and MFA)
100% refund – Prior to the second class meeting	100% refund – Prior to the first class meeting
50% refund – Prior to the third class meeting	60% refund – Prior to the third class meeting
0% refund – After the third class meeting	50% refund – Prior to the fourth class meeting

Undergraduate Room and Board Charges Refund Schedule:

Room and board charges will be pro-rated on a weekly basis. After the 21st day (day one starts on the first calendar day of classes) of the semester no refunds will be given. No refunds will be given when a student is suspended or expelled from a residence hall due to a disciplinary action.

All students who are subject to an R2T4 calculation will receive written notification in the form of a revised award letter or post-withdrawal no response letter detailing their eligibility after all necessary funds are returned. This serves as notification to the student that the return calculation has been completed.

CONTACT THE FINANCIAL AID OFFICE

For more information, please contact the Financial Aid Office.

Aquinas Hall, Room 107

Monday - 8:30a.m.-4:30p.m.

Tuesday, Wednesday, Thursday - 8:30a.m.-7:00p.m.

Friday - 8:30a.m.-4:30p.m.

Phone: (203) 773-8508

Fax: (203) 773-8972

Email: financial_aid@albertus.edu

REGISTRAR

Aquinas 120

Phone# 203-773-8514

Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974, as amended, Albertus Magnus College guarantees to its students access to all personally identifiable education records. Specific information may be obtained from the Registrar's office. Student Right-To-Know information is available at the Registrar's Office.

Directory Information Notice

The Office of the Registrar of Albertus Magnus College maintains academic records for all students. Access to these records is governed by the terms of the Family Educational Rights and Privacy Act of 1974. Copies of the College's policy are available from the Registrar's Office on request.

In accordance with the Act, students have a right to withhold directory information by submitting a written request to the Office of the Registrar no later than the close of the second week of classes in September. Such notification must be made annually.

Albertus Magnus College designates the following items as Directory Information: student name, address, telephone number, e-mail address, date and place of birth, major field of study, dates of attendance, full or part time status, expected date of degree completion and graduation and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

ATHLETICS

Cosgrove, Marcus, Messer Athletic Center

Phone # 203-773-8596

Albertus Magnus College offers 14 sports that compete at the Division III level of the NCAA. Those sports include; tennis, baseball, soccer, softball, basketball, volleyball, lacrosse, and golf. Questions concerning programming can be answered by the Director of Athletics. Athletes are expected to adhere to all NCAA, GNAC and Albertus Magnus College rules and regulations. Please refer to our student athlete handbook for more specific rules and regulations. The student athlete handbook can be found at www.albertusfalcons.com, our official athletic website.

All student athletes must submit a physical to the college athletic trainer before participating in any athletic related activities. Any student that has been diagnosed with a highly contagious disease/virus may be removed from athletic play until given clearance by a primary physician. If you are interested in participating in athletics, please visit our official website.

ACT 2 THEATRE

Phone # 203-773-8534

Act 2 Theatre is a non-equity professional theatre company housed in the campus Act 2 Theatre building. Albertus students who choose to develop and to utilize their creative potential are encouraged to be involved in the producing of the shows at the Theatre.

MARY A. AND LOUIS F. TAGLIATELA ACADEMIC CENTER

The building houses the atrium and many SMART classrooms. Construction was completed in 2005 and it opened that same year. The St. Catherine of Sienna Chapel is located in the adjoining section of Walsh Hall.

LIBRARY

Rosary Hall

Phone # 203-773-8511

The library is located in the beautiful historic building Rosary Hall. In this inspiring atmosphere, students, faculty, and staff alike are assisted by an enthusiastic team of library professionals dedicated to high standards of information literacy.

The library hosts the College's on-ground and digital recourse collections. Also housed in the library is a state-of-the-art learning common that includes individual and collaborative work stations, the College's Center for Teaching and Learning Excellence, Office of Experiential Learning, the Writing Center and Math Tutoring Center, Information Technology Services and the Office of Dominican Mission.

The Information Commons located on the first floor provides a variety of seating patterns for individual and group study, including several C-Pod stations, and a classroom. A coffee bar is also located on the main floor.

The second-floor facilities includes the Writing Center, Math tutoring and the Center for Teaching and Learning Excellence.

The Garden level provides wireless access, the print collection, seating and quiet study areas.

Library Hours:

Sunday:	1:00 PM – 9:00 PM
Monday - Thursday:	8:30 AM - 11:00 PM
Friday:	8:30 AM - 9:00 PM
Saturday:	10:00 AM - 6:00 PM

A librarian is on duty at all times to help you. If you need assistance please ask for help.

Smoking in the library is prohibited. Eating and drinking at the computers is prohibited.

Circulation Regulations

1. A valid Student I.D. (FALCON CARD) is needed to borrow materials and to gain access to the databases.
2. Books circulate for three weeks; other media circulate for one week. Library materials may be renewed as long as there is no request for them. Materials may be renewed in person, by telephone, or online through the library catalog. Reserved materials are available at the circulation desk.
3. Periodicals and reference books do not circulate.
4. Fines on overdue materials are \$.10 per item per day. Students will not be allowed to borrow any more materials until all materials are returned and fines are paid. If a student has materials and/or fines outstanding at the end of a semester, grades and transcripts will be withheld until materials are returned and fines are paid. Lost materials must be replaced at cost of \$40.00 plus a \$10.00 processing fee per item. The person to whom the book was last charged is responsible for the return or replacement of the book. Overdue materials found returned to the shelf will still accumulate fines.
5. Any student or faculty member may request books or journal articles on inter-library loan.
6. Laptops are available for student use. These are treated as closed reserve items. Laptops may be loaned for a two hour time frame. They may not leave the building.

Reserving Books

1. Reserve materials are placed on closed shelves and must be requested from the attendant and returned to the circulation desk.
2. Closed materials may be used in the library. Overnight reserve materials must be returned the next day.
3. Fines on overnight reserves are \$2.00 per day. Closed reserves are not allowed to leave the library.
4. Fines for Reserve materials are \$2.00 per day, fines for equipment is the replacement cost of the equipment.
5. Fines for lost materials or non-returned materials are \$50.00 plus a \$10.00 processing fee.

Sanctions:

Library material – Mutilation and/or alteration and/or theft of library material

Typical sanctions may include probation, a \$50 fine, reimbursement and community service. Sanctions may be as severe as suspension or expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participating in Housing Selection.

The mission of the Center for Teaching and Learning Excellence is to foster a collaborative learning environment in which students and faculty members may flourish by providing academic support services, learning opportunities beyond the classroom, and resources for cultivating sound pedagogical practices.

Located in the College's Library at Rosary Hall, the Center provides a warm, welcoming environment and is fully equipped with state-of-the-art technology. It also houses a current collection of quality research materials, tutorials, and writing resources in print and online. The Center employs a number of well-trained Writing Associates who have been carefully selected for their exceptional writing ability and interest in helping fellow students improve their writing and research skills. These WA's are available by appointment on Monday through Thursday during the traditional academic year. The Center also offers assistance for students with "special needs" as well as those seeking to improve the quality of their work. Consistent with the College's commitment to collaborative learning, all students are encouraged to utilize the Center, to work with peers, faculty, and academic support staff to realize their full potential.

INFORMATION TECHNOLOGY SERVICES (ITS)

Rosary Hall 20

Phone # (877) 339-0770

ITS Help

ITS offers a variety of Help Desk Services. Information regarding Help Desk Services is available in the IT Services section of myAlbertus, the College's portal. To request assistance, complete the ITS Help Request Form in IT Services in myAlbertus, email its-help@albertus.edu, call 203-773-0205 or come visit ITS in Rosary Hall. Walk-ins are welcome. ITS Help services are available 7 days a week. A listing of current Help Desk Service hours is available in the IT Services section of myAlbertus (special summer hours and holiday hours apply).

Computer and Internet Access

The library has a learning common with several computers that students may use to access the Internet or for library research. Wireless internet service (WIFI) is available throughout campus; please visit the ITS section of the myAlbertus Portal for information setting up your WIFI connection. Computer labs are also available in Aquinas Hall, Rosary Hall, and the Tagliatela Academic Center. Wireless internet is available throughout the campus. Visit the ITS section of the myAlbertus College Portal for additional details on services provided.

Abuse of computer access

The College does not tolerate or support the use of any of its computer facilities, networks and/or systems in committing an illegal act (illegal downloading of music, video, software, pornography, etc.). Any illegal act is punishable under the College Conduct Code as well as local, state and federal laws. When there is an indication of any of the abuses listed below; charges will be brought according to the College's conduct code. A student's privilege to use the computer area or system may be suspended, including the right to connect a student's computer to the College's network, and the College reserves the right to access a student's computer to address an infraction once detected.

Examples of abuse of a user's privilege include:

- Unauthorized attempt to modify computer equipment or peripherals;
- Unauthorized attempt to modify software components, such as operating systems, compilers, utility routines, etc;
- Use of an account, either College funded or externally funded, for purposes other than that for which funds have been authorized;
- Reading or use of private files, including the College's administrative or academic files, without proper authorization, or changing or deleting private files belonging to another user without proper authorization;

- Violations of property rights and copyrights in data and computer programs.
- Use of software to communicate offensive or obscene messages to other users of the system;
- Use of College facilities, hardware or software, in the commission or attempted commission of a crime, under federal, state or local law; and
- Knowingly introducing or attempting to introduce a computer virus.
- Any illegal downloading of files (music, video, software, etc.)
- Any material published on social networking web sites or blogs that violate College policies and regulations.

Sanctions:

Typical sanctions may include twelve (12) consecutive calendar months of probation, community service, a minimum of a \$100 fine, reimbursement, loss of computer system privileges and suspension or expulsion from the College. The Vice President for Student Services or designee also has the right to revoke any or all privileges regarding participating in Housing Selection.

CAREER SERVICES

Rosary Hall, Room 35

Phone: 203-773-6989

Facebook: Albertus Magnus College Career Services

Twitter: @AlbertusCareerS

E-Mail: careerservices@albertus.edu

Who is “THE FUTURE YOU?”

Career Services provides a variety of programs designed to help you:

- Discover your career personality, talents, values and interests.
- Consider appropriate career choices and plans based on career assessments and personalized consultations process.
- Market yourself for internships, part-time, and full-time employment.
- Learn proper etiquette for interviewing and networking with employers.

The Career Services Office offers personal consultations, online assistance, classes, and webinars in the following areas:

1. Self-Discovery and Career Exploration
2. Career Planning
3. Resume Writing
4. Cover Letter Writing
5. Job Search Techniques
6. LinkedIn Profiles
7. Interview Skills
8. Graduate School Selection

The Office also offers multiple recruitment and networking opportunities throughout the year, including a Spring Career and Internship Fair that has attracted esteemed employers such as BMW, Webster Bank, the CIA and FBI, Aflac, Yale New Haven Health, and WTNH News 8.

Important Notice:

Albertus Magnus College makes no representations or guarantees about positions listed by the Office of Career Services. Albertus Magnus College is not responsible for wages, working conditions, safety, or other aspects of employment at the organizations listed. It is the responsibility of each individual to research the integrity of the organizations to which they are applying, and use caution and common sense when following up on job leads. The Office of Career Services assumes no liabilities for acts or omissions by third parties or for material supplied by them. The links to other web sites from the Albertus Magnus College site are not under the control of the Office of Career Services; therefore, the Office of Career Services is not responsible for the contents of any linked site. The Trustees of Albertus Magnus College and the Office of Career Services shall not be responsible or liable, directly or indirectly, for any direct or indirect damage or loss caused by or in connection with use of or reliance on any such contents, products, or services available on or through such sites.

HUBERT CAMPUS CENTER

Hours of Operation:

Monday through Thursday	7:00 AM to 12:00 AM*
Friday	7:00 AM to 12:00 AM*
Saturday	7:00 AM to 12:00 AM*
Sunday	9:00 AM to 8:00 PM*

*Building hours are subject to change according to reservation requirements.

Access to the building is through the front doors facing Winchester Avenue.

For resident students may use their FALCON Card to access side doors.

Campus Center Policies

Reservations: (SEE RESERVATIONS OF EVENTS ON CAMPUS)

Equipment:

To reserve equipment, contact the Associate Dean for Campus Activities. Users will be responsible for returning the article in the same condition as borrowed; otherwise they will be responsible for replacing or repairing any damaged item. This policy is strongly enforced.

Maintenance:

Furniture and equipment are to be utilized in the designated areas. Users will be responsible for general clean-up following their activity. All decoration plans for use in or on the building must be approved by the Vice President for Student Services and/or designees.

General Information:

Willful or careless damages to Hubert Campus Center property or equipment will subject the person(s) responsible to the cost of replacement or repair thereof. The College is not responsible for personal articles lost in the building. "Lost + Found" items are held in the mailroom.

House of Bollstadt (Common Ground, Pub)

The House of Bollstadt is located on the first floor of the Hubert Campus Center and includes the campus pub, game room and Common Ground.

Common Ground

Located on the first floor of the Campus Center, the Common Ground is our computer lounge where students can check their e-mail, work on their homework, print their assignments and work on group projects. The Student Government Association provides free coffee and tea. It is a popular setting for students to relax in between classes or to get some work done. The Common Ground is open regularly and the hours are posted on the door at the beginning of each semester.

Located within the Common Ground is the Center for Student Veterans which opened in spring 2014. This space is a veteran friendly area for students from all degree programs and for more information please contact The Department of Professional and Graduate Studies at 203-773-8505.

Game Room

Hours of Operation:

Monday	12:00pm-1:00pm, 6:00pm-11:00pm
Tuesday	11:15am-12:00pm, 6:00pm-11:00pm
Wednesday	12:00pm-1:00pm, 6:00pm-11:00pm
Thursday	11:15am-12:00pm, 6:00 pm – 11:00 pm
Fridays	6:00 pm – 11:00 pm (7:00 pm – 12:00 am during Late Night Programs)
Saturdays	6:00 pm - 11:00 pm (7:00 pm – 12:00 am during Late Night Programs)

BOOKSTORE

Phone # 203-776-7935

Hubert Campus Center

www.albertusmagnusshop.com

The Albertus Magnus College Bookstore is conveniently located in the Hubert Campus Center. The Bookstore offers textbooks for rent, in addition to new, used and ebooks. The Bookstore is here to provide you with course materials, reference materials, as well as supplies, spirit wear, gifts and accessories. The Albertus Magnus Bookstore is part of the efollett.com bookstore network which allows us to bring you the largest selection of used textbooks, the most cash for books at buyback and the best merchandise at the lowest prices possible. Textbooks may be purchased or rented online by going to the bookstore's web site at www.albertusmagnusshop.com . We buy books back in-store every day! We also carry a full line of health & beauty aids, as well as snacks, drinks, and frozen foods!

General store information, store policies and store hours can be obtained from the AMC web site (www.albertusmagnusshop.com). Cash, credit cards and debit cards are accepted. We may also be reached at (203) 777-2478, or via fax at (203) 776-7935.

Hours of Operation:

Monday through Thursday	9:00 AM to 6:15 PM
Friday	9:00 AM to 2:00 PM
Saturday & Sunday	Closed*

Special weekend hours for events, and start of semesters. Please note the Bookstore follows the same schedule for inclement weather as the College, and for Holidays

DE DOMINICIS DINING HALL

Hubert Campus Center, 2nd Floor

Phone # 203-773-8500

Hours of Operation:

Breakfast:

Monday through Friday*	7:30 AM to 9:30 AM
Saturday (Brunch)	11:30 AM to 1:00 PM
Sunday (Brunch)	11:30 AM to 1:00 PM

* 9:30am -10am: Continental Breakfast

Lunch:

Monday through Friday	11:15 AM to 1:00 PM
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Dinner:

Monday through Thursday	4:30 PM to 6:30 PM
Friday, Saturday, Sunday	5:00 PM to 6:00 PM

Student Identification Cards (FALCON CARD) are required to be shown at the cash register by each student for every meal. Guests who enter the Dining Room are required to purchase a meal. Prices are posted at the cash register and are subject to change.

Procedures and Protocol

The DeDominicis Dining Hall serves three meals a day, Monday through Friday, and two meals on both Saturday and Sunday. This schedule may vary for holidays and vacations.

Resident students are required to present their valid student I.D. card at the cash register AT EVERY MEAL ON A DAILY BASIS. A valid I.D. card will exhibit a sticker which is distributed to students by Chartwells Food Service. Students can be refused service if their valid I.D. card is not presented.

Commuter students may purchase a pre-paid meal card or pay cash on a daily basis for any meal.

Guests: Any guest (non-AMC or non-resident student) who enters the dining hall must pay for food provided by Chartwells Food Service.

AMC students will be held responsible, financially or through the College's conduct system for the actions of their guests.

Dining Hall Behavior

Civil behavior is expected while in the dining hall. This requires that voice levels remain moderate and no foul language be used.

It also requires that tables be cleaned of all debris by students before leaving the dining hall.

Students are prohibited from taking any food out of the dining hall.

Students who are ill and cannot be present in the dining hall can make special arrangements with the Vice President for Student Services to have food delivered by a fellow student.

Students who do not follow the above stated protocol will be subject to College conduct sanctions.

DOMINICAN MINISTRIES

Hubert Campus Center 114

Phone # 203-672-6678

The Office of Dominican Ministries of Albertus Magnus College promotes the four pillars of the Dominican Tradition. These are study, prayer and contemplation, community, and service.

STUDY

Our namesake, Albert the Great, was a scholar who integrated faith and reason; the spiritual and the scientific. In this tradition the Office of Dominican Ministries promotes the connection of God to all we study.

PRAYER AND CONTEMPLATION

The Office of Dominican Ministries coordinates, organizes, and promotes opportunities for prayer and contemplation. Our Saint Catherine of Sienna Chapel is a place of prayer and contemplation open each day; and is the place of regular events of worship and prayer reflecting our Catholic heritage and our openness to the diverse faiths found in the Albertus Magnus Community. The Coordinator of the Office of Dominican Ministries provides prayer and reflection for college events as well.

COMMUNITY

The Dominican Tradition encourages us to see and make connections, and promotes the connectedness we share among each other in the Albertus Magnus community and the world beyond. As unique members of the Albertus Magnus Community, each one of us "...attempts to seek out the wonder of the material universe...and finds...perfection in wisdom, which gently draws the human mind to look for and love what is true and good. (Gaudium et Spes, Vatican II)

SERVICE

Service is the natural response of a life open to God, through prayer and contemplation. Prayer and contemplation opens us to the needs of the whole world through service and the promotion of the common good. The Office of Dominican Ministries offers opportunities for service both on and off campus. Dominican Ministries reaches out to the poor, those at risk, the marginalized of our communities and our world. Dominican Ministries fosters an awareness of a variety of service opportunities, and strives to put into action a desire to serve.

The group that promotes service and social justice awareness is the Dominican Team. A recognized student organization, the Dominican Team sponsors awareness activities, and opportunities for service and social involvement both on and off campus. To become a member of the Dominican Team, or find out more, contact the Office of Dominican Ministries.

To connect with the Office of Dominican Ministries, you can contact:

Sister Joan Scanlon

Coordinator of Dominican Ministries

jscanlon@albertus.edu

HEALTH CLINIC

Hubert Campus Center 203

Phone # 203-773-8938

1. Nurse Practitioner: Hours TBA at the start of each semester. Check Albertus website for details.
2. Registered Nurse: Hours TBA at the start of each semester. Check Albertus website for details. Office hours are also posted on the door to the clinic.

All full-time students are required to have a physical examination prior to the first day of classes. In addition, State Law mandates all students to complete Immunization Forms with historical data on Measles and Rubella, and Varicella doses. Any student wishing to reside in Campus Housing must provide documentation of vaccination for Meningitis per Connecticut State Law. Meningitis vaccination documentation must be submitted before resident students are allowed to move-in. Students cannot attend class if these forms/documents are not submitted to the Health Clinic.

The College requires that all students have medical insurance. Students may waiver/enroll in the Albertus Magnus College insurance plan through www.gallagherkoster.com/Albertus. Claim forms may be obtained at the clinic. Brochures outlining the coverage can be obtained from the Vice President for Student Services or the Health Clinic. The health insurance website is printed on the students' insurance I.D card.

Any student that has been diagnosed with a highly contagious disease/virus may be removed from athletic play/Residence Halls until given clearance by a primary physician.

COUNSELING CENTER

Hubert Campus Center 200

Phone #203-773-8149

Monday 9 a.m. - 3:15 p.m.

Wednesday 9 a.m.- 5:15 p.m.

Thursday 9 a.m. - 3:15 p.m.

College is a time filled with many changes, transition, excitement, and challenges. College can also be highly stressful and most students, at one time or another, experience social and emotional concerns. Our staff is sensitive to and respectful of individual differences. Our staff is dedicated to helping students focus on personal growth and addressing concerns so students can make the best of their academic experience. We provide a confidential and supportive environment where students can get the help they need in order to be successful in college and life.

Your first counseling session is designed to discuss reason for coming to counseling, obtain relevant background information, family history, and address any specific concerns. At the end of the session you and the counselor will discuss appropriate level of care and any recommendation to best meet your needs.

MAIL SERVICES

Hubert Campus Center

Phone #203-773-8550

The mail room is located on the first floor of the Hubert Campus Center, Room 102. Full-time day students may sign up to have a mailbox each year. Students may receive all types of mail, send small packages and purchase stamps in the mailroom. Students must present their Falcon ID Card in order to receive packages, mail or to pay postage due. Stamps may also be purchased in the Business Office or Bookstore, Monday through Friday.

Mail Room Hours: Monday - Friday, 8:30 am - 4:30 pm

The mail room is not open on the weekends.

Your Student Mailing Address should include:

Student Name
Box #
Albertus Magnus College
700 Prospect Street
New Haven, CT 06511

Mailroom Key Agreement Policy

- Student that are issued a key to a mail box in the mail room are expected to notify the Mail Room Staff if they lose or misplace the key in order to receive a replacement key. There is a \$25 replacement fee to receive a new key.
- Students are required to return the key at the end of the academic year. If a student withdraws from the College, they need to turn in their key or they will be subject to a \$25 fine.
- Students will be assessed a \$25 fine if they fail to return their key.
- Students will abide by all policies and regulations regarding mail delivery as determined by the United States Postmaster General.

Any questions regarding the mail room should be directed to the Mail Room Staff at [203-773-8550](tel:203-773-8550).

General College Policies & Regulations

POLICY ON REASONABLE ACCOMMODATION OF DISABILITIES

Albertus Magnus College is committed to assisting students with documented disabilities who are otherwise qualified for admission to the College, in compliance with Section 504 of the 1973 Federal Rehabilitation Act and Title III of the Americans with Disabilities Act (ADA). Students requesting accommodations must submit appropriate written documentation to the Vice President for Academic Affairs (with respect to academic matters) or to the Vice President for Student Services (with respect to residence or disciplinary matters). Final determination for providing reasonable accommodations rests with the College based on the relevant documentation and diagnoses submitted by the student. Appeals of decisions made with respect to requests for reasonable accommodations must be submitted in writing to the Provost.

MISSING PERSONS

Student safety at Albertus Magnus is paramount. To this end, the following policy and procedure have been developed in order to assist in locating any Albertus Magnus student(s) living in on-campus housing, which based on the facts and circumstances known to the College, is determined to be missing.

At the beginning of each academic year, resident students will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at Albertus. This emergency information will be kept in the Office of Student Life and will be updated annually.

Missing Persons Procedure

Missing Person Procedures “Suzanne’s Law” requires local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing. This law became effective in the Spring of 2003 as part of the national “Amber Alert” Bill. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. This law is intended to encourage police to begin investigating immediately when college-age people disappear, instead of waiting a day which has been common practice.

If a member of the Albertus Magnus College community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of the Albertus Magnus College Security Services, Academic Affairs, and the Department of Student Services. If the student is an on-campus resident, Security Services will secure authorization from Student Services administrators to make a welfare entry into the student’s room. If an off-campus commuter student, Security Services will informally enlist the aid of the neighboring police agency having jurisdiction.

Concurrently, college officials will endeavor to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, and scheduled organizational or academic meetings, or appearing for scheduled work shifts will be established.

If located, verification of the student’s health and intention of returning to the campus is made. Where and when appropriate, a referral will be made to Health Services and the Mental Health Counselor.

If not located, notification of the family within 24 hours of receiving the initial report is made to determine if they know the whereabouts of the student. If the student is an off-campus commuter, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction.

Albertus Magnus College Security Services will cooperate, aid and assist the primary investigative agency in all ways prescribed by law. If a student is an on-campus resident, Security Services will immediately notify the New Haven and Hamden Police Departments. All pertinent law enforcement agencies, be they neighboring municipal or state.

Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case. Students are given no option to register a confidential contact person to be notified in the case that a student is determined to be missing. Each student’s parent or guardian will be designated by the College as the contact person.

FIRE REGULATIONS

In the event that a student discovers fire or smoke in a campus building, the student must immediately make notification to the proper authorities by use of the fire alarm pull boxes clearly marked inside the buildings and by use of a telephone. After notification is made, if the fire is of a small nature, an attempt should be made to extinguish the fire by use of the fire extinguishers located in the buildings. If the fire is uncontrollable, the student should make an attempt to close the door(s) to the area of the fire and notify other students in the area to immediately leave the building.

If fire or smoke in hall prohibits leaving room:

1. Close door - do not lock it.
2. Put a wet towel under door.
3. Open window and stay by it.
4. Signal out window that you are still in the room.

FIRE EVACUATION PROCEDURE

In the event of an alarm or a fire:

1. Close your classroom door behind you
2. Evacuate the building immediately using the fire evacuation guide provided in each building or by utilizing the nearest accessible stairwell or exit. DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail leaving you trapped.

3. Report to your designated assembly area outside of each building:

All Academic buildings- a minimum of 100 feet away from each building

Residence Halls- review Fire Evacuation Procedures in the Residential Life Section of the Handbook.

Fire Chief for the College

The Assistant Vice President for Procurement, Public Safety, Contracted Services and Special Projects is the College's Fire Chief.

Violating the Fire Program

Tampering with firefighting equipment (fire extinguishers, smoke detectors, heat detectors, alarm stations) causing damage to equipment, or setting off false alarms may endanger life and is a serious violation of civil law as well as College regulations and is strictly prohibited. Individuals found responsible for reporting or causing false alarms will be arrested and will be subject to penalties from the State Courts as well as severe disciplinary action by the College. When a false alarm has occurred in a residence hall, a reset charge will be billed to the members of that hall.

Sanctions:

Tampering with fire-fighting equipment or life-saving fire detection/alerting equipment such as smoke detectors, fire extinguishers, hoses, fire alarm boxes or any part thereof, etc.

Typical sanctions are monetary fines, expulsion for the residence hall/college, and may include arrest by local authorities. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

False reporting of a fire through the use of pull stations, smoke detectors, or other means, or false reporting of the presence of a bomb.

Typical sanctions may include arrest, and a minimum of a \$100 fine, reimbursement and suspension or expulsion from housing for at least one academic year. Sanctions may be as severe as expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Setting or causing a fire in any enclosed area of College property; setting or causing or contributing to a fire in any outdoor area without a permit.

Typical sanctions may include a minimum of a \$100 fine, reimbursement, suspension or expulsion from housing, and arrest. Sanctions may be as severe as expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection .

MEDIA COMMUNICATIONS

Phone #203-773-8502

Marketing Department

Mohun -Second Floor

All information concerning the College for the news media must be submitted to the College's Marketing Department for distribution. This includes student events, academic achievements, extra-curricular activities, and photographs. All publications must be approved by the Vice President for Marketing.

Information should be brought to the Marketing Department, located in Mohun Hall, at least two weeks in advance of the date of a particular activity. The Marketing Department will distribute the information to digital venues, newspapers, radio and television stations, magazines, and other avenues of communication as appropriate.

Students must have the approval of the Vice President for Marketing and the Vice President for Student Services before taking part in radio or television programs in which they will represent the college.

Should the occasion arise when a student finds it necessary to send material to the media, one must have the approval of the Vice President for Marketing before submitting written, visual or oral information concerning Albertus Magnus College or any member of the faculty, staff, or student body.

Before using the College's name or logo on posters, advertising, web sites, social media or other materials distributed to the public, students must have permission of the Vice President for Marketing and the Vice President for Student Services.

Students may not pose for newspapers, television, or magazine photographs while on the campus unless a member of the Marketing Department or an authorized person is present or gives permission. This does not apply to student-athletes who are photographed by the media during athletic competition. In off-campus situations students should exercise discretion and be responsible for demonstrating good taste.

The Marketing Department may take and use photographs of students participating in campus activities for use in public relations, alumni publications or advertising materials. Students who do not wish to be included in promotional photographs of campus life must alert the Marketing Department in writing at the start of each academic year.

POSTING POLICY

In order to post any paper flyers or postings on campus, they must be approved and stamped by a member of the Student Services staff **PRIOR** to copies being made. Student Services is located on the first floor of the Hubert Campus Center.

- There are now tackless strips installed in both the Hubert Campus Center and Aquinas Hall in various locations. All postings must be placed on these strips or on the various bulletin boards around campus.
- Any postings found on other surfaces will be taken down immediately.
- Be sure to double check your flyer or posting for spelling errors and correct grammar before you ask for it to be approved. Does it include the following information?
 - *Date*
 - *Time*
 - *Location*
 - *Price (if applicable)*
 - *Target Audience*
 - *A logo or graphic to catch the viewers' attention*
 - *Contact information for person coordinating the event*

Remember that flyers and postings are NOT ALLOWED on glass surfaces, doors or in stairwells. Please ONLY use the strips provided and the various bulletin boards on campus

COLLEGE CLOSING/CLASS CANCELLATIONS

Classes may at times be canceled because of hazardous weather conditions. The President, Vice-President for Academic Affairs, Vice President for Student Services and Registrar are authorized to cancel classes. WELI Storm Center (960 AM) will announce all school closings. Other radio stations to listen to are KC 101 or 99.1 WPLR. Announcements are also posted in on local TV stations and the college website, digital signs, and also issues through the AMC emergency alert system.

AMC EMERGENCY ALERT SYSTEM

The Albertus Emergency Alert System is a free mass notification system. It enables Albertus students, faculty and staff to receive alerts and updates through a combination of e-mail, text messaging and phone calls in an emergency situation. This will help to keep participants informed of what is happening and any action that they might need to take.

The College strongly encourages all students to sign up for the free Albertus Emergency Alert System.

The Albertus Emergency Alert System MAY be used for:

- Major Disaster
- Safety alerts in those situations where there is an immediate potential for personal injury
- Health Concerns
- Class cancellation due to weather/snow days

TO ENROLL AND FOR MORE INFORMATION

Visit myAlbertus and click Campus Security under the Quicklinks.

FIREARMS/WEAPONS AND FIREWORKS

The possession, usage, storage and/or transport of firearms, ammunition and any weapons including but not limited to knives, martial arts weapons, guns (including BB, pellet, paintball, loaded or unloaded), police defensive equipment, sling-shots, launching devices and all firearms and other weapons are prohibited on campus. This also extends to any projectile objects, gun powder and other explosives (including but not limited to fireworks, smoke/stink bombs, explosives or incendiary devices) or potentially dangerous objects. An ordinance in the cities of New Haven and Hamden forbids the use and possession of any kinds of fireworks except by licensed operators. Students found in possession of firearms and/or weapons will be subject to disciplinary action.

Search and Seizure (Vehicles)

The College reserves the right to search and seize any weapons, weapon-like objects, drugs and/or any dangerous substance that may be in a vehicle on campus, when there is probable cause.

Sanctions:

Possession and/or use of a dangerous substance and/or materials on College property with the potential to injure or discomfort a person and/or cause property damage and/or cause damage to the community.

Typical sanctions may include probation, a minimum fine of \$100, community service, and suspension from housing. Sanctions may be as severe as suspension or expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Weapons - Possession and/or use of weapons and/or objects being used as a weapon and/or ammunition.

Typical sanctions may include arrest, probation, community service, a minimum of a \$100 fine, restitution and suspension or expulsion from housing. Sanctions may be as severe as suspension or expulsion from the

College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

PARKING AND TRAFFIC REGULATIONS

All students on campus must register their vehicle. Registration forms are available in the Mailroom. This office will issue a decal. **The decal must be affixed in the driver side front windshield. The transfer, exchange, misuse, or reproduction of the decal is unauthorized. It is the responsibility of the student to request the decal.**

The campus speed limit is 10 miles per hour. The College assumes no responsibility for damage or theft of any vehicle parked on College property.

Parking is permitted only in designated sections in the following areas:

1. Aquinas Hall tier parking
2. Hubert Campus Center parking area
3. Athletic parking lot from 8:00am-2:00am (no parking allowed from 2am-8am)
4. In marked areas only at residence halls, Walsh Hall and Rosary Hall.

The following violations will be cause for issuance of a "NOTICE OF PARKING VIOLATIONS AND/OR TOWING"

1. Failure of a student to park in properly designated parking area.
2. Occupying two spaces.
3. Blocking entrance of building.
4. Obstructing traffic.
5. Parking in Rosary Circle.
6. Exceeding the campus speed limit.
7. Parking at yellow curbs or on yellow diagonal lines.
8. Parking within 10 feet of a hydrant.
9. Blocking an intersection or marked area.
10. Double parking.
11. Parking on grassy area.
12. Blocking a driveway or service area.
13. Creating a hazard to public safety.
14. Impeding construction or maintenance requirements.
15. Parking in a reserved area, fire lane or handicap space.

NOTE: In addition to a summons, violators may have their cars towed away at owner's risk and expense.

The Goodrich Street entrance or the Winchester Street entrance should be used for Aquinas Hall, Hubert Campus Center, Walsh Hall, and the ACT II Theatre traffic.

It is the student's responsibility to see that one's guests adhere to the parking regulations. There is limited parking at each residence hall, but parking is allowed on the streets unless posted otherwise. Students are permitted to park on city streets at their own risk. The responsibility of finding a legal parking space rests with the motor vehicle operator.

During a Snow Storm

During a snow storm cars parked around ALL residence halls must be moved to the Tier parking lot. Once residence hall parking lots have been plowed and snow has stopped, cars can be parked in the residence hall parking lots.

Temporary Closures

At times, the College needs to close parking lots for construction, special events etc. When a particular lot is closed, students will be informed of the closure and parking procedures during the affected time *via* their Albertus email account, flyers, and the myAlbertus portal.

FALCON CARD (Student Identification Card)

Each student is required to have a photo identification card certifying registration as a student at Albertus. An email is sent to all students at the beginning of each semester with designed times to receive an ID.

The ID card must be carried by each student at all times and must be produced when required by authorized personnel. The card is used for identification at the Library, Health Clinic, Hubert Campus Center, Athletic Center, Dining Hall and student events.

Misuse of an ID card is a form of misconduct and is subject to disciplinary action by the College. Confiscated ID cards are sent to the Department of Student Life and are reclaimed there.

A duplicate ID card will be issued only upon presentation of satisfactory evidence of the loss or destruction of the original. Arrangements for securing a duplicate card should be made at the Mailroom in the Hubert Campus Center, where a fee of \$10.00 is paid. The loss of an ID card should be reported promptly to IT HELP DESK. Any ID card that is found should be handed in to IT.

SECURITY

Hubert Campus Center

Security and loss prevention is everybody's job. Although Albertus Magnus does employ a professional security service, we cannot do the job alone. Every student must be the eyes and ears of the Security Department. By working together as a team, we can provide greater protection which will result in reducing our losses and creating a safer campus environment.

In the event of a security and/or safety incident immediately call the Security Office at 203-773-8509 or the Security Cell Phone at 203- 507-5204. Give your name, location, address and a brief description of the incident. Wait at a safe location until Security and/or the police arrive. DO NOT take any action on your own that will endanger yourself and/or other students.

Alarms/Doors

All doors leading outside should be kept locked and keys and ID cards should not be given to anyone. Fire doors should be kept closed at all times and there should be no obstruction to these doorways.

Students are allowed in the College buildings only during the hours the buildings are officially open. If it is necessary for a student to be in a classroom or laboratory or other college buildings at other times, the student must make arrangements with the faculty member so that the proper security measures can be taken.

Your complete cooperation in security matters is IMPORTANT. The best security measures are useless unless each member of the College community works at making the system effective.

College Property/Designated Use Policy

Students and guests are expected to respect College property in all campus buildings as well as the surrounding grounds. Although the College maintains property insurance to cover losses to buildings, roadways and other infrastructure due to perils such as fire and flood, the College does not maintain insurance to cover losses to department and unit property such as music instruments, fine art, lap tops, servers, copiers, computers and other equipment.

Any student or guest found damaging, misusing or not using it for the intended purpose will be subject to restitution and/or fines and/or sanctions based on the violation.

Door Propping Policy

The safety of the students, community members and property is of the utmost importance to the College. Students are encouraged to play an active role in the security of their buildings. The first step toward a safe community is keeping the exterior doors properly locked. Propping open a building door leaves the building and its residents vulnerable to all crimes. Students should not allow access of a building to persons not familiar to them and should never share their Falcon ID card/keys with anyone. Propping these doors open increases the risk of harm to the community and is a violation of policy.

Please report any propped doors to the following personnel:

Campus Security: 203-507-5204

Residential Life Coordinator: 203-773-4477

Insurance-Property

The College does not carry fire, burglary, theft, or other kinds of insurance to cover the personal possessions of students (including vehicles parked on College property) and assumes no responsibility for their damage, loss, or theft.

Safety Precautions

To increase your personal safety and the safety of your possessions we ask that you follow the simple precautions outlined below:

1. Be sure that you close and lock doors when entering and leaving the residence halls.
2. Never prop open a door for someone who will be joining you later and who does not have a key to the building. A propped open door destroys the best security plans and is an open invitation to unwanted intruders.
3. When walking at night, walk where there are plenty of lights and traffic. NEVER WALK ALONE.
4. DO NOT hitchhike.
5. Be sure to close car windows and lock car doors. Do not leave any valuables visible in the car.
6. Report any suspicious person or incident immediately to the Vice President for Student Services or to Security.
7. Report all locks, windows, doors, and lights in need of repair to your Resident Assistant.
8. Use the "Buddy" system. Call Security if you see anyone in trouble.

9. If a car approaches you and you are threatened, run in the opposite direction and scream.
10. If you think someone is following you, cross the street. Criss-cross from side to side, if necessary. Do not be afraid to run to a lighted residence or flag down a passing car. SCREAM to attract attention.
11. If you arrive home by a taxi or private car, ask the driver to wait until you are in the house.
12. If you notice any open or broken windows, doors ajar etc. do not get out of your car. Notify Security and/or police.
13. Have your ID card ready so you can open the door immediately.
14. Do not lend your keys to anyone.
15. For protection of property:
 - a. Record serial numbers, model and brand names of valuable items in your room. Keep a duplicate copy of the list in a separate location from the original. Remember that stolen property cannot be lawfully reclaimed by you unless you can positively identify it.
 - b. Never leave a wallet, purse or cash on top of a desk or dresser. Keep them in a drawer or out of sight. Keep a record of credit card numbers.
 - c. Require identification of all service people.
 - d. Do not allow equipment to be taken out of the building unless you have been previously notified by proper authority.
 - e. When leaving rooms, close and lock all windows and doors. Be sure all small valuables are out of sight.
 - f. Do not put your name and address on key chains.
 - g. If you lose your keys, report immediately to the Residential Life Coordinator and/or Security.
 - h. Be sure to pull shades and close drapes in the evenings.
 - i. When leaving your room for an extended period of time, over vacations or summer, take your valuables with you.
 - j. Do not leave anything in your car.
16. When driving at night:
 - a. Keep windows and doors of your car locked at all times.
 - b. When stopped at a traffic light or stop sign, keep your car in gear. If your safety is threatened, hold down on the horn and drive away as soon as possible.
 - c. If you think you are being followed, pull into a gas station, fire department or police department where you can get help as soon as possible.

- d. When parking your car at night, check for loiterers before leaving your car.
- e. Never leave the keys in the ignition. Always lock the doors even if you are going to be gone for only a few minutes.
- f. Check the interior of the car, especially the rear seats and the floor before entering it.

BE ALERT AND OBSERVANT: Report all crimes.

In case of emergency, immediately call Security; if the situation warrants, also call the police. Do not go outside the building to check noises - that is the job of the security guard and police.

FALCON TIP LINE

203-672-6795

Students are encouraged to use the Falcon Tip Line to anonymously inform Albertus Magnus Security Services of any activities happening on campus, in the residence halls, buildings or work areas.

SMOKING

In an effort to be sensitive to the needs and concerns of non-smokers and smokers alike, Albertus Magnus College aims to create a safe and healthy environment for all members of the Albertus community. According to Connecticut State Law, smoking is prohibited in all residence halls. Smokers may smoke outside of buildings, standing at least 25 feet from the entrance to any building. In adherence with state laws smoking is prohibited in any campus building.

E-cigarettes are not permitted to be used in any campus building at any time.

Sanctions:

Typical sanctions may include: minimum fines of \$50, probation, and/or suspension and/or expulsion from the residence halls.

SOLICITATION

Solicitation for Charitable Purposes

The solicitation of funds, clothing or other merchandise is prohibited except by the written permission of the Vice President for Student Services. Registered student organizations or individuals wishing to solicit funds or contributions must complete and file "an application for permission to solicit" with the Vice President for Student Services at least three days prior to the requested date.

The following information is required:

1. Time and manner of solicitation.
2. Names and addresses of those responsible for the solicitation.
3. The intended recipient of the collected funds.
4. (If approved) a financial statement indicating the amount of funds collected and disbursement of those funds.

Solicitation for Profit

The solicitation for products or services for profit is prohibited. This includes any "display" parties intended to sell merchandise of any kind.

DRUG AND ALCOHOL USE

Albertus Magnus College takes seriously the issues presented by drug and alcohol use by students and employees. As members of the Albertus Magnus College community, all students and employees have an obligation to follow the Drug and Alcohol Use policy, as well as all federal, state and local laws. The College has established the following requirements.

I. Standards for Students

Albertus Magnus College seeks to educate, inform and support its students regarding substance use and abuse, and strives to help maintain a safe environment for the College community.

A. Drugs

Albertus Magnus College Drug Policy

The possession, retention, distribution, or use of unauthorized drugs, stimulants or depressants on campus is prohibited. This is a serious violation of State and Federal Law as well as College regulations and is grounds for expulsion from the college. A student is accountable for his/her actions and the use of drugs is not seen as an excuse in a case involving violation of any College regulation. Albertus Magnus College does not tolerate the use of illegal drugs on any part of the campus or at College-sponsored events off campus. At any time, the College reserves the right to contact the parents or guardians of any student about which it has any drug-related concerns.

CT State Laws

It is unlawful to possess ANY controlled drug. The penalty for illegal possession of narcotic drugs for a first time offense is imprisonment for not more than seven years and a fine of not more than \$3,000 or both, and for subsequent offenses mandatory imprisonment. The penalty for possession of controlled drugs other than narcotics is a fine of not more than \$1,000 or imprisonment of not more than one year.

Connecticut statutes cover a wide range of drug offenses, including the offer, sale, possession with intent to sell, gift and mere possession of various types of drugs 21a Conn. Gen. Stat. Section 277, 278, 279 (1988). Among other provisions, the state laws create the following mandatory minimum prison sentences for first-time offenders who are not “drug-dependent” persons:

- Five years for the manufacture, sale or possession with intent to sell of one ounce or more of heroin, methadone or cocaine (including “crack”) or one-half gram or more of cocaine in freebase form, or five milligrams or more of LSD;
- Five years for the manufacture, sale or possession with intent to sell of any narcotic, hallucinogenic or amphetamine-type substance, or one kilogram or more of a cannabis-type substance, including marijuana;
- Five years for the offer or gift of any of the above drugs in the respective amounts.

Conviction for the possession of drugs carries no mandatory minimum sentence but the following maximum sentences do exist for first-time offenders:

- Seven years or \$50,000, or both, for possession of any quantity of a narcotic, including cocaine and “crack,” morphine or heroin;
- Five years or \$2,000, or both, for the possession of any quantity of a hallucinogen (such as LSD or peyote) or four ounces or more of a cannabis-type substance (which includes marijuana);

- One year or \$1,000, or both, for possession of any quantity of controlled drugs, such as amphetamines or barbiturates.
- \$150 fine and a \$200-\$500 fine for subsequent offenses, for possession of a half-ounce or less of marijuana.

Offenders under the age of 21 also will receive a driver's license suspension of 60 days.

Actual sentences depend on the severity and the circumstances of the offense and the character and background of the offender.

Federal law also penalizes the manufacture, distribution, possession with the intent to manufacture or distribute, and simple possession of drugs ("controlled substances") according to the Controlled Substances Act 21 U.S.C. Section 841, 843b, 844, 845, 846, and (1988). The law sets the following sentences for first-time offenders:

- A minimum of 10 years and a maximum of life imprisonment or \$4,000,000, or both, for the knowing or intentional manufacture, sale or possession with intent to sell of large amounts of any narcotic, including heroin, morphine or cocaine (which includes "crack"), or of phencyclidine (PCP), LSD or marijuana (1,000 kilograms or more);
- A minimum of five years and a maximum of 40 years or \$2,000,000, or both, for similar actions involving smaller amounts of any narcotic, including heroin, morphine or cocaine (which includes "crack"), or phencyclidine (PCP), LSD or marijuana (100 kilograms or more);
- A maximum of five years or \$250,000, or both, for similar actions involving smaller amounts of marijuana (less than 50 kilograms), hashish, hashish oil, PCP or LSD, or any amounts of amphetamines, barbiturates and other controlled stimulants and depressives;

Four years or \$30,000, or both, for using the mail, telephone, radio or any other public or private means of communication to commit acts that violate the laws against the manufacture, sale and possession of drugs;

- One year or \$1,000, or both, for possession of any controlled substance. The gift of a "small amount" of marijuana is subject to the penalties for simple possession.

Penalties may be doubled, however, when a person at least 18 years old: (1) distributes a controlled substance to a person under 21 years of age, and (a term of imprisonment for this offense shall not be less than one year) or (2) distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private elementary, vocational or secondary school, or a public or private college. Any attempt or conspiracy to commit one of the above federal offenses, even if unsuccessful, is punishable by the same sentence prescribed for that offense. A first-time offender may receive only probation and later have the charge dismissed.

State and federal law thus makes crimes of many different activities involving drugs. Simple possession, giving, or merely offering drugs is illegal, as are such offenses as the manufacture or sale of drugs.

B. Alcohol

Albertus Magnus College is committed to encouraging and facilitating responsible student decision making. The College recognizes that responsible decision-making concerning alcohol use is especially crucial to the health and safety of students, respect for college property, and the educational mission of the institution.

The College believes that the social development of its students is as important as their academic development. It also believes that the consumption of alcoholic beverages is not a necessary ingredient for the creation of a positive social environment.

Albertus Magnus College does not tolerate the possession or consumption of alcoholic beverages by underage students. Appropriate college conduct actions will be taken against those students who are in violation of the

College's Alcohol Policy. Any student whose behavior, resulting from excessive drinking, is inconsistent with the educational goals of the College will be required to seek counseling.

ALBERTUS MAGNUS COLLEGE ALCOHOL POLICY

1. The possession and consumption of alcoholic beverages at Albertus Magnus College is subject to and governed by the relevant statutes of the State of Connecticut. If alcohol is to be sold, or a donation is to be requested at a College function the sponsoring body must obtain permission from the Vice President for Student Services or his/her designee.

2. All uses of alcohol in public areas of the College, (except a private residence hall room), must be registered with the appropriate staff member for approval:

Aquinas Hall: Vice President for Academic Affairs

Hubert Campus Center: Vice President for Student Services, Associate Dean of Campus Activities & Orientation

Campus Theater: Drama Director

The administrators will discuss specific criteria which have been approved by Cooperative Council.

3. Approval for the use of alcohol in public areas of the College will be based on the above mentioned criteria as they relate to the following areas:

- a. focus of event
- b. length of event
- c. group's past record of alcohol use
- d. quantity of alcohol to be served/number of majority age attendees
- e. type of alcohol to be served
- f. serving procedure/servers

4. The Cooperative Council will periodically review the uses of alcohol which have been registered and approved.

5. Any campus event at which alcohol is served, must comply with the regulations and policies outlined in the Student Handbook, or be subject to cancellation.

6. Anti-social behavior resulting from alcohol abuse is subject to disciplinary procedures through the College Conduct System or, if appropriate, the legal procedures of the City of New Haven and State of Connecticut.

Alcohol Regulations and Procedures for Registered Campus Events

1. A non-alcoholic beverage must be offered if alcohol is to be served.

2. Alcohol must be served by a bartender who is approved by the Vice President for Student Services or his/her designee

3. A sign must be posted at the alcoholic serving area which states "We reserve the right to refuse to serve persons at the Administrator's Discretion."

4. If alcohol is sold or served, the sponsoring officers must be present throughout the entire event and are legally responsible for the regulations of the amount of alcohol each person present consumes. (Not applicable to House of Bollstadt sponsored activities).

5. When alcohol is sold on campus, the price of an individual drink and the amount ordered must be discussed with the appropriate staff member for approval.
6. Liquor permit numbers for any event on campus must be registered with the Associate Dean of Campus Activities.
7. At College mixers or similar events, only beer or wine may be served.
8. After an event the sponsors must meet with the appropriate staff member for a follow-up review.
9. The duration of serving alcohol is to be determined by the Vice President for Student Services or his/her designee.

Additional Alcohol Policy Regulations pertaining to Residential Life:

1. No persons under the age of 21 are allowed to consume, possess, or be in the presence of alcoholic beverages.
2. No persons 21 or older may consume or be in possession of alcoholic beverages in the presence of those under 21 years of age.
3. No persons 21 or older residing in a residence hall room with underage persons may possess or consume alcohol at any time.
4. The purchasing of alcohol for minors (anyone under the age of 21) is not permitted.
5. All alcoholic beverages are prohibited from common rooms and hallways.
6. Anyone who is a guest in substance free housing (including AMC resident students who visit from other halls) will be subject to the policies that govern substance free housing and the sanctions which result from the violation of such.

CT State Laws

Conn. Gen. Stat. Section 30-87 states that it is unlawful for any person to induce a minor to procure alcoholic liquor from any person permitted to sell such alcoholic liquor shall be subject to the penalties prescribed in section 30-113.

Conn. Gen. Stat. Section 30-89(a) states that it is unlawful for a minor (under the age of 21) to purchase, attempt to purchase, or make a false statement in connection with the attempted purchase of alcohol. Section 30-89(b) states that possession of alcohol by a minor anywhere is illegal, except where the minor is accompanied by a parent, guardian or spouse over the age of 21. The fine ranges from \$200–\$500.

Conn. Gen. Stat. Section Sec. 30-89a states that it is illegal to permit a minor to illegally possess liquor in a dwelling unit or on private property or failing to halt such illegal possession. Violation constitutes a class A misdemeanor.

Conn. Gen. Stat. 30-113 states that any person convicted of a violation of any provision of this chapter for which a specified penalty is not imposed, shall, for each offense, be fined not more than one thousand dollars or imprisoned not more than one year or both.

Amendment to the Higher Education Act: This legislation allows colleges to notify parents when students younger than 21 commit an alcohol or drug violation or break a college rule involving alcohol or drugs.

Possession or Consumption of Alcohol by an Underage Individual

The College strictly prohibits the possession or consumption of alcohol under the Connecticut legal age of 21 years old. Additionally, it is considered a violation to transport or carry alcohol if the individual is under the legal age of 21 years old.

Excessive Consumption of Alcohol and/or Drinking Games/Drinking Paraphernalia

The College strictly prohibits intoxication requiring medical or staff attention.

Regardless of age, any apparatus designed for the rapid consumption of alcohol or “Drinking games” are not permitted in the residence halls or any other buildings/areas of campus. Such items could be, but are not limited to: kegs, beer bong, funnels, Beirut tables, Beer Pong tables, ice luges, shot glasses, Jello shots, etc. Please note this is not an exhaustive list.

Students found in possession of drinking paraphernalia or participating in any drinking games will be referred to the College student conduct process. The College reserves the right to immediately and permanently confiscate all drinking paraphernalia and the student(s) are subject to disciplinary sanctions.

Bar -Like Structures

Bar and bar-like structures are prohibited on campus. Displays of alcohol cans and bottles (empty or full) are prohibited in the residence halls by students under the age of 21 (including any of age student residing on campus with underage students) or as otherwise designated by College policy.

Open Container Policy

Alcohol may not be possessed or consumed in residence hall hallways or common rooms regardless of age. Alcohol may not be possessed or consumed in public areas, including outdoors, unless it is part of alcohol being served at a registered event sponsored by the College.

Permissible Quantities of Alcohol

The College prohibits the possession of quantities of alcohol that are larger than what is reasonable for personal consumption. The following are guidelines for the maximum amount of alcohol permitted in on-campus residences for those that are at least 21 years of age, not living with another student that is not of legal drinking age, and are not living in a substance free residence hall.

- The total amount of alcohol permitted is: twelve 12-ounce coolers, malts or beers, **OR** one 1.75 liters of hard liquor **OR** (2) 750 ml bottles of wine.

C. Drug and Alcohol Amnesty Policy

The Albertus community values the health and safety of its members and supports an environment that encourages students to help others who are in need of assistance. This policy has been established to encourage students to take responsible action when another student or guest is at risk due to the consumption of alcohol and/or drugs.

Students for whom medical or staff assistance is necessary due to being dangerously intoxicated and/or under the influence of drugs will be granted amnesty from the College disciplinary process in accordance with the terms of this policy. The Albertus student/guest who calls the Department of Student Services, a Residential Life Staff member and/or Campus Security on behalf of a student/guest in need will likewise be granted amnesty provided:

- The caller is an Albertus student/guest, and
- The caller remains with the Albertus student/guest in need until an Albertus Staff member and/or Campus Security arrives.

In rare circumstances such as cases where other violations occur, students may be referred for disciplinary adjudication. Examples include, but are not limited to: fights, verbal or physical harassment, disorderly conduct, property damage or vandalism.

Please note that an Albertus student who requires medical or staff assistance due to being dangerously intoxicated and/or under the influence of drugs on more than one occasion may be subject to disciplinary action.

Students involved in an alcohol and/or drug related emergency for which amnesty is granted are subject to mandatory educational or developmental interventions. An Albertus student/guest who summons assistance for a student in need will receive amnesty on an ongoing basis consistent with the terms of this policy. The College's response to these incidents is independent of any action taken by law enforcement.

Medical amnesty applies only to alcohol and/or drug-related emergencies but does not apply to other conduct violations such as, but not limited to, assault, harassment, hazing, operating a motor vehicle under the influence, property damage and vandalism or distribution of illegal substances.

D. Sanctions for Drug and Alcohol Policy Violations

Any violation of college rules and regulations combined with violation of the Drug and Alcohol Policy will seriously affect student sanctions** Sanctions may include expulsion from the College at the discretion of the Vice President for Student Services.

Commuter Students - Sanctions will be the same for first, second and third offenses with the exception of suspension or expulsion from the residence halls. All drug and alcohol sanctions apply to ALL guests.

For Underage Offenders:

First Offense

- Parental Notification
- Mandatory completion of an online substance abuse and/or alcohol education program

Second Offense

- Parental Notification
- \$50 fine
- Mandatory completion of an online substance abuse and/or alcohol education program
- Residential probation for duration of a semester
- One week suspension for residence hall [No refund]
- Community service

Third Offense

- Parental Notification
- \$100 fine
- Referral to substance abuse and/or alcohol counseling
- Community Service (hours to be determined)

- One or two week suspension from residence hall [No refund]
- College Conduct Probation for duration of academic year

Fourth Offense

- Loss of Residency Privileges

For Legal Age Alcohol Offenders:

First Offense

- \$50 fine
- Residential probation for duration of semester

Second Offense

- \$100 fine
- One week suspension from residence hall
- Residential probation for duration of academic year
- Mandatory completion of an online substance abuse and/or alcohol education program

Third Offense

- \$300 fine
- Referral to substance abuse and/or alcohol counseling
- Community Service (hours to be determined)
- Two week suspension from residence hall [No refund]

Fourth Offense

- Loss of Residency Privileges

****Sanctions do not have to be assigned in sequence. Any sanction may be changed, modified, eliminated, or added to, by the Vice President for Student Services and designees. Unpaid fines will result in a “HOLD” on student records and will also prevent registration for future semesters.**

II. Standards for Employees

Employees should exercise good judgement and appropriate discretion when engaged in any educational or social activities in which students of legal age are present, when alcohol is available. In addition, Albertus Magnus College is a drug free workplace. The College prohibits the possession, retention, sale, distribution or use of any unauthorized drugs, stimulants or depressants both on and off campus. Violation of this policy is a serious violation of state and federal law as well as College regulations.

Federal law requires that an employee notify the College in writing of any conviction or violation of a criminal drug statute for a violation occurring in the work place, no later than five (5) calendar days after such a conviction. Notice shall be given to the Human Resources Director. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination. Albertus Magnus College is required to notify the

appropriate federal agency in writing, within ten (10) calendar days of receiving such notice, of any applicable conviction involving employees engaged in work under a federal grant or contract.

The College cannot and does not protect individuals from prosecution under federal, state or local law. The College will not tolerate employees possessing, selling, using, manufacturing, distributing, assisting in distribution or making arrangements to distribute drugs during working hours, on or near College property or so as to affect other members of the College community.

This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with a prescription. If an employee is taking a prescription medication that he or she believes may impact his or her ability to safely and fully perform their duties, the employee should contact the Director of Human Resources or designee.

Employees in need of assistance in dealing with substance abuse issues are strongly encouraged to use the confidential assistance offered through Albertus Magnus College Employee Assistance Program (EAP) ComPsych. The service can be accessed through a dedicated toll-free number (877-595-5284) 24 hours a day, 7 days a week and/or *via* the website www.guidanceresources.com.

Your company Web ID: EAP Complete.

A notice of the current version of the Drug and Alcohol Policy will be sent annually by email in the fall to all faculty members, students and staff and will also be posted on the Human Resources section of the myAlbertus portal.

Education and Counseling

Alcoholism and drug abuse are serious problems requiring counseling and other forms of professional assistance. Employees who voluntarily seek help for substance abuse (self-referral) by contacting either their Supervisor or the Director of Human Resources or designee will be provided an opportunity to pursue counseling and rehabilitation. The College will make available to these employees information about counseling and rehabilitation services. All such referrals will be confidential. An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, placed on leave, and/or required to sign a "last chance agreement" as appropriate. A request for help is considered voluntary only if it is made before the College becomes aware that an employee has violated this policy. As otherwise permitted by law, the College reserves the right to terminate an employee who is unwilling or unable to successfully perform their regular duties as a result of a drug or alcohol problem, who fails to follow a prescribed rehabilitation program or who violates a last chance agreement.

Sanctions for Drug and Alcohol Policy Violations

Disciplinary sanctions for employees who violate the drug and alcohol policy include but are not limited to termination of employment and referral for prosecution, if applicable. Conditions of continued employment may include satisfactory completion of an appropriate rehabilitation program.

III. Federal Drug Penalties

Medical Marijuana

In accordance with federal law, the College does not permit the possession, use or distribution of marijuana. As such, students in possession of medical marijuana prescriptions (issued in Connecticut or any other state) are not permitted to use or possess marijuana on College property.

Sanctions:

Possession and/or use of a dangerous article or substance on College property with the potential to injure or discomfort a person and/or cause property damage and/or cause damage to the community.

Typical sanctions may include probation, a minimum fine of \$100, community service, and suspension from housing. Sanctions may be as severe as suspension or expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Drugs and Drug paraphernalia – Possession, use, storage or sale of marijuana, LSD, barbiturates, inhalants, amphetamines, and/or other dangerous, illicit or illegal drugs not prescribed for a student’s personal use by a licensed physician or paraphernalia in connection with the use of illegal drugs.

Typical sanctions may include probation, a minimum of a \$100 fine, community service, expulsion or suspension or expulsion from housing and/or the College. The sanction for a student found responsible for selling drugs is expulsion from the College and possible arrest by local authorities. Other sanctions may also be added. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Commission of any act that would constitute a crime under federal, state or municipal law.

Typical sanctions may include arrest, probation, assessment, community service, reimbursement, banning from specific areas of the campus, and suspension or expulsion from housing and/or the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

IV. THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT

As a recipient of Federal funds, the College must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The Drug-Free Schools and Communities Act Amendments of 1989 require Albertus Magnus College to:

- Notify students of the standards of conduct relative to alcohol and other drugs.
- Describe applicable sanctions for unlawful possession, use or distribution of alcohol and illicit drugs.
- Describe the health risks associated with the use of illicit drugs and the abuse of alcohol.
- Describe available alcohol and other drug counseling, treatment, or rehabilitation programs.
- Describe sanctions the College will impose resulting from violation of standards of conduct.

Summary of Effects of Alcohol and Other Drug Use

Potential health risks resulting from alcohol and drug abuse include, but are not limited to, the following:

Addiction	Brain Damage	Cancer	Cirrhosis	Heart problems
Impotence	Mood swings	Malnutrition	Aggression	Sleep problems

Education, Counseling, and Treatment Services

- Resident Advisor training includes information on alcohol and other drugs and recognition of abuse patterns.
- The Orientation program for new students includes discussions on substance abuse, College rules regarding legal drinking and information for counseling and referral through the College’s Health and Counseling Centers.
- Alcohol and Other Drug Awareness Community Resources are available to students by referral.
- The Health and Counseling Centers maintain a referral network of inpatient and outpatient programs for students.

Community Resources

The Substance Abuse Treatment Unit (SATU)
1 Long Wharf Drive
New Haven, CT 06511
Phone: 203 974-5777

MCCA
419 Whalley Avenue
Suite 300
New Haven, CT 06511
Tel. 203-285-6475

Biennial Review

Albertus Magnus College will prepare a biennial report on the effectiveness of its Drug and Alcohol Use Policy and the consistency of sanction enforcement.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

A student who has been convicted of possession or sale of illegal drugs while receiving federal Title IV financial aid loses eligibility for federal and state government financial aid (including Title IV, HEA grant, loan, or work-study assistance) for a period of time specified in the law (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)). The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs.

DISORDERLY CONDUCT

Behavior that indicates a disregard for the personal and/or property rights of individuals and of the college itself is prohibited. In the good name of the College, students are to maintain appropriate conduct at off-campus venues. Repetitive disorderly conduct will result in dismissal from the Residential Life Program. Students who are suspended or expelled from the Residence Halls are not eligible for any financial refunds and are responsible for any charges affiliated with the suspension and/or expulsion.

Assaults

Any physical assaults or a willful threat of violence which subjects an individual to physical injury or endangers an individual in any way is prohibited. This includes verbal threats made on social media sites or any other electronic or web-based sites.

Athletics in the Residence Halls

Playing games and/or sports in the residence halls is not appropriate behavior. Not only does it detract from the academic environment and create a safety hazard, but it may also cause damage to the residence.

False Identification

Students are required to carry a form of identification at all times, preferably their Albertus student ID card. Any staff, faculty or security officer can ask for identification at any time. Students who fail to produce an ID card or use false identification will be subject to sanctioning.

Fighting

Any resident found instigating or involved in any physical altercation within or near the residence halls on campus will be subject to disciplinary action and/or arrest. Revocation of visitation rights from all residence halls may result for residents, non-residents, and non-Albertus Magnus individuals.

Bullying/Threats

Any student found bullying or threatening another student, faculty or staff member will be subject to disciplinary action and/or arrest.

Obscene Conduct

Obscene expression, either oral or visual, on College property or at College-sponsored events is prohibited and is subject to college conduct sanctions.

Skating (Skateboards, In-line Skates, Roller-Skates)

The use of skateboards, in-line skates, roller-skates or like equipment is strictly prohibited inside of the residence halls and all other campus buildings. Persons using such equipment are subject to college conduct sanctions as well as any costs to repair damage done to College property by the use of such equipment. If requests to cease are ignored, the person may be subject to having their skating equipment confiscated with no reimbursement.

Theft/Unlawful Possession

Any student found with the unlawful possession of the College's property/equipment or that of a student, faculty, or staff member will be subject to heavy sanctions; up to expulsion from the College and local police involvement.

Trespassing

Albertus Magnus College is private property and any person(s) that are not part of the AMC community or have been banned from campus are subject to trespassing charges. The College reserves the right to contact the authorities.

Unapproved Structures/Apparatuses

No person(s) is allowed to erect any type of structure(s), anywhere on campus, unless it has been approved by the Vice President for Student Services and/or his/her designees. Any person erecting unapproved structures/apparatus (es) will be subject to having the structure(s)/apparatus (es) confiscated with no reimbursement, along with college sanctioning.

Sanctions:

Interference with any College function and/or class by any form of deliberate disturbance or disruption.

Typical sanctions may include reimbursement, a \$100 fine, letter(s) of apology to specific individual(s), community service and banning from a specific area of campus. Sanctions may be as severe as suspension or expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Illegal or unauthorized entry or presence in any College facility.

Typical sanctions may include a warning, community service, letter(s) of apology to specific individual(s), a minimum fine of \$100 and banning from a specific area. Sanctions may be as severe as suspension or expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Commission of any act that would constitute a crime under federal, state or municipal law.

Typical sanctions may include arrest, twelve (12) consecutive calendar months of probation, assessment, community service, reimbursement, banning from specific areas of the campus, and suspension or expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Noise and general disorderliness – Students shall not be disorderly at any time.

Disorderliness is defined as creating an unreasonable disturbance, and/or trespassing on the rights of others, and/or any lewd or indecent behavior, and/or any reckless behavior.

Typical sanctions may include a warning (separate from a warning issued by a Resident Assistant), community service, a minimum fine of \$100, housing reassignment, banning from specific areas and letter(s) of apology to specific individual(s). Sanctions may be as severe as suspension from housing. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Acting with violence, or aiding, abetting, encouraging, or participating in the commission of any act of violence or life-threatening behavior on College property or in the course of a College activity.

Typical sanctions may include twelve (12) consecutive calendar months of probation, community service, a \$100 fine, suspension or expulsion from housing, banning from certain areas of campus, and letter(s) of apology to specific individual(s). Sanctions may be as severe as expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

Rioting, or aiding abetting, conspiring, encouraging, or participating in a riot.

Typical sanctions may include twelve (12) consecutive calendar months of probation, community service, and a minimum of a \$100 fine, reimbursement and suspension from the College. Sanctions may be as severe as expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

DIVISION OF STUDENT SERVICES

STUDENT SERVICES

Hubert Campus Center

The Division is responsible for initiating and developing social, cultural, educational, spiritual and recreational activities for the students. It also has responsibility for Residential Life, Student Government Association, House of Bollstadt, Common Ground, Game Room, student organizations, parking.

VICE PRESIDENT FOR STUDENTS SERVICES

Hubert Campus Center

Phone# 203-773-8542

The Vice President for Student Services is the liaison between the College and Food Service, Student Health Insurance and coordinator of the College's Conduct System and Cooperative Council. Any questions regarding these areas should be directed to the Vice President for Student Services.

The following offices report directly to the Vice President for Student Services:

Campus Activities

Residential Life

Counseling Services

Financial Aid

Health Services

Community Standards

Commuter Life

Commuters are an integral part of campus life at Albertus participating in myriad activities - student government, athletics, and Campus Activities just to name a few. It is strongly encouraged that each and every commuter gets involved in campus organizations. One of the easiest ways to get involved is to join the SGA Volunteer Committee! For more information, contact SGA at sga@albertus.edu.

For their convenience at the College, commuters are issued mailboxes (located at the Campus Mailroom), ID's to ensure easy access throughout the campus, and a host of other items related to Student Services. Any commuter student who has questions concerning Student Services should direct them to the Vice President for Student Services or the Associate Dean for Campus Activities

Residential Life

Residence hall living is an important aspect of the educational process within the College. The development of the total person is the ideal to be achieved in the Residential Life Program. The mission of the program is to provide a comfortable, positive environment that is conducive to learning, friendship and study. To foster this environment and to promote these qualities, the Residence Hall Program is based on the concepts of personal integrity, mutual respect, and cooperation. **The College reserves the right to refuse or to revoke on-campus residency for any student at the College's discretion. Students who are suspended or expelled from the Residence Halls are not eligible for any financial refunds and are responsible for any charges affiliated with the suspension and/or expulsion.** Four mansion-style residence halls, housing from 20 to 45 residents, as well as Dominican Hall which houses 40 students per floor, provide small residential hall living units for those students wishing to reside on campus.

Student Assistance Program

The Student Assistance Program (SAP) is a school-based prevention and early intervention system designed to foster student success and healthy development by addressing academic, social, emotional and behavioral health issues.

Alcohol and Drug Abuse

Students in need of assistance in dealing with substance abuse issues are strongly encouraged to use the confidential assistance offered through the Albertus Magnus College Student Assistance Program. As a recipient of a Federal program, the College must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

A notice will be sent annually in the fall to all faculty members, students, and staff of the current version of the Drug Abuse Policy.

Counseling Services

How to make an appointment:

Call the Counseling Center at (203) 773-8149

Location:

Albertus Magnus College Counseling Center Campus Center room 200 (2nd Floor, Left off the Elevator)

CAMPUS ACTIVITIES

Hubert Campus Center

Academics are important, but let's face it....we all need to have some fun too! Campus Activities are everything to a college student's social life and Albertus has it all! Students – be sure to pick up a copy of the monthly calendar (from outside the Mailroom, the Pub or Bree Common) to see what exciting things are happening each week! You can also find information on the myAlbertus portal, digital signs around campus and on social media. “Like” our Campus Activities page on Facebook, and follow @getinvolvedAMC on Twitter for news, updates and event information.

Albertus is a great place to get involved as well. We offer various student organizations to join, or you can even start your own if you can't find one that interests you. All activities are student designed by the volunteer members of the Student Government Association. If you don't see something on the activities calendar you want to attend, it is only because you haven't suggested it yet to make it a reality!

WHO WE ARE

Associate Dean for Campus Activities & Orientation

Phone# 203-773-8541

The Associate Dean for Campus Activities & Orientation oversees the Office of Campus Activities and the New Student Orientation Program. The Associate Dean serves as an advisor for the Student Government Association (SGA), which is the major programming board on campus.

This individual also works closely with the various student organizations that Albertus has to offer. Student organizations may request space to hold events through the Office of Campus Activities and request funding from the Student Government Association.

The Game Room and Pub are all supervised by the Associate Dean. If you have any suggestions, comments or concerns with these areas, please direct them to the Associate Dean.

Assistant Director for Campus Activities

Phone # 203-752-8793

The Assistant Director for Campus Activities is responsible for assisting with the management of the House of Bollstadt Campus Pub, Game Room and Common Ground, the supervision of its student employees, and the management of the programs and services from these areas. The Assistant Director also co-advise^s the Student Government Association, student organizations and assists with New Student Orientation. The Assistant Director will also serve in the absence of the full-time professional staff of the Campus Center, when required.

PROGRAMS & INVOLVEMENT

Student Government Association

Student Government Association (SGA) plans and implements the majority of events on campus, including Fall Fest, Winter Wonder, Spring Formal, Spring Jam, Dances, BINGO, off campus trips, coffeehouse performers, bands, game shows, and a variety of other social, recreational, and novelty programming for resident and commuter students. SGA is also a forum for students to address concerns and bring forward ideas.

If you are interested in getting involved with the SGA or the Volunteer Committee, you can contact members of the Student Government Association in their office, which is located in the Hubert Campus Center, Room 122.

The Associate Dean for Campus Activities & Orientation and the Assistant Director for Campus Activities are the advisors to the Student Government Association. The Office of Campus Activities is located on the lower level of the Hubert Campus Center.

Student Organizations

Student organizations must register their group each year with the Office of Campus Activities in order to be considered an active club. Clubs must register electronically by October 1st of the current school year to be officially recognized. For information regarding clubs, you may contact the Office of Campus Activities on the lower level of the Hubert Campus Center.

If a student organization wishes to have regular meetings in a specific space, club officers are responsible for reserving that space with the Office of Campus Activities.

Recognized Student Organizations:

For a listing of the current recognized student organizations, please contact the Office of Campus Activities at 203-752-8793.

Procedures for Campus Activities

Any student club or organization interested in sponsoring an event or activity is responsible for knowing the proper guidelines and procedures for planning events. Please see the Albertus Magnus College Student Organization Handbook for the guidelines and procedures (available on the myAlbertus portal).

REGISTRATION OF EVENTS ON CAMPUS

All campus events and floor programs must be approved by the Office of Campus Activities. A campus activities event is defined as any event registered and approved by the Office of Campus Activities. A floor/hall program is defined as a Residential Life program hosted by a Resident Assistant registered with and approved by the Residential Life Coordinator.

Reservation of Space

Space reservations may be secured by contacting the Assistant Director for Campus Activities. College facilities are available for use by recognized student organizations at the College's discretion. Facilities reserved by a student organization are to be used only by the organization for which the facilities have been scheduled and for the purpose requested.

Event Behavior

Anyone that misbehaves and/or disrupts student sponsored events may be subject to college conduct sanctions and/or conduct code violations.

Any events sponsored by the Office of Campus Activities and the Student Government Association are subject to the rules and regulations set forth by the Office of Campus Activities and the Student Government Association. Only full time day students are allowed to participate in events, specifically those that include prizes or prize money. Guests are welcome to attend events, but are not eligible to participate or win prizes.

Monthly Activities Calendar

The Office of Campus Activities produces a monthly activities calendar that is available in the lobby of the Hubert Campus Center, the bookstore, and the mailroom. The events will also be available in the campus portal and on the digital signs throughout the college. To have your event included on the calendar, contact the Assistant Director for Campus Activities in Room 105.

Albertus@Night Late Night Programs

The Albertus@Night Late Night Program Series was established in 2011 after students and administration responded to a need for more programming and events on the weekends. A@N Events occur on Friday & Saturday evenings throughout the semester from 9:00 pm – 12:00 am. A variety of events are planned for each semester. Free snacks are always offered in addition to the activities or events that are planned. Be sure to check the schedule and plan to join is for the Albertus@Night Late Night Programs!

Dance Policy

Recognizing the need for safe social activities, the staff of the Albertus Magnus College Department of Student Services has developed these general guidelines for dances sponsored by Student Services and/or a student organization.

The Albertus Magnus College Student Services Staff and/or New Haven Police/Security reserve the right to refuse admission to anyone.

The Albertus Magnus College Student Services Staff reserves the right to close the dance or end the event at any time if they feel that shutting down the dance is in the best interest and safety of the dance guests and/or Student Services Staff.

Definitions:

Dance-A dance is defined as a social gathering where the primary focus is to dance for entertainment purposes.

AMC students- An AMC student is defined as a full-time student in the undergraduate day program. AMC students are required to present their student ID card at the door to be admitted to the dance.

Guests-A guest is defined as a dance participant who is not a member of the Albertus Magnus College full-time day student population.

Guest Policy

The Student Services Staff are responsible for monitoring the behavior of the dance participants. All AMC students are responsible for any guest that they sign in.

- All guests must be at least 17 years of age and have valid photo identification with them.
- AMC students are permitted to sign in **ONE** guest per event.

There is no charge for guests to attend a regular dance. For annual/traditional dances, there is a fee for guests. If there is a cost associated with having a guest, payment must be paid (Cash Only) in advance to the Office of Campus Activities.

AMC students are responsible for any guest that they sign into a dance. We recommend that you know your guest well before agreeing to allow them access to the dance. If any problems arise or damages occur, the AMC student is responsible for those actions, in addition to the guest.

Security

Extra duty police officers are required for all student dances. Security requirements are determined in conjunction with New Haven Police Department and the Associate Dean for Campus Activities. Considerations include the dance day, time and place, expected attendance, expected number of guests, and past history of the event.

Personal Belongings

The Department of Student Services is not responsible for the loss of personal items before, during or after dances. If you cannot keep your personal items (such as a purse, wallet, cell phone, and camera) on your person, please do not bring it to the dance.

Alcohol

If alcohol is being served at the dance students and guests are reminded that only those individuals who are at least 21 years of age are permitted to consume alcoholic beverages. Any individual who is found to be in violation of this law will be subject to police action and/or college conduct sanctions through the College's conduct process.

Wristbands

All participants that are at least 21 years of age are required to wear a wristband (given out by staff at the door) if they are planning to consume alcoholic beverages while at the dance. Wristbands must be presented upon request by staff and/or bartenders. Wristbands must remain on the wrist for the entire event. Only one wristband will be given to each person that is of age.

Bathrooms

The bathrooms for dances held in the Hubert Campus Center are located on the first floor. They are outside of the dance area, so be prepared to present your ID to re-enter the dance area.

Student Activity Fees:

All full-time matriculating day students are required to pay a student activity fee each semester. The Student Government Association, with approval by the Student Body, sets the fee. Payment of the fee entitles students to attend social events, cultural events, class events and student government activities.

The fee also subsidizes the student organizations and publications on campus. Additional charges may be assessed for College events at the discretion of the Associate Dean for Campus Activities and Orientation.

The student activity fee may be raised every two years upon a majority vote of the Student Government Association, and approval from the Associate Dean for Campus Activities & Orientation and the Vice President for Student Services.

Contracts

Any student-sponsored event that entails payment to an agent outside the College must be covered by a contract prior to the event. No student may enter into any vendor contracts/agreements in anyway, for any goods or services. A contract must be submitted to the Vice President for Student Services and/or Associate Dean for Campus Activities & Orientation for approval before it is returned to the outside agent. ***Contracts for student events may be signed only by the Vice President for Student Services and designees.***

STUDENT LIFE AND COMMUNITY STANDARDS

The mission of the Office of Student Life and Community Standards is to provide a safe and supportive learning environment that engages residents to foster their academic success, personal values, and leadership skills. Student Life and Community Standards is a central resource for students requiring assistance with an issues or concerns, or questions relating to student life. The staff oversees a variety of services including Student Code of Conduct; alcohol and drug education; diversity education, life skills, and all Residential Life needs.

Director of Community Standards

Phone# 203-773-8577

The Director of Community Standards provides a leadership role in creating, revising, and overseeing of college policies, practices and procedures in the student services area including college conduct, mediation, residential life, and student development. The Director of Community Standards is responsible for the planning and implementation of educational, and community development activities within the residence halls. The Director of Community Standards addresses non-academic college policy violations by facilitating disciplinary appointments, issuing appropriate sanctions and providing follow-up to ensure compliance.

Residential Life Coordinator

Phone# 203-773-4477

The Residential Life Coordinator provides on-campus support and supervision for the Residential Life Department. The Residential Life Coordinator is responsible for the day-to-day management of the residence halls. This individual resides on-campus to promote a safe and positive environment for the residential community. The Residential Life Coordinator works directly with the Director of Community Standards to provide assistance where needed within the Residential Life and College conduct areas. The Residential Life Coordinator provides support and supervision to the Resident Assistants. Housing issues are handled by the Residential Life Coordinator. This includes but is not limited to: Roommate Selection, Roommate Conflicts, Housing Assignments, Maintenance Issues, Overnight Guests, Lost Keys, and Housing Selection.

Residential Hall Director

Phone# 203-773-8584

The Residential Hall Director (RHD) is responsible for supervising the Resident Assistant staff, overseeing residential programming, and coordinating the day-to-day operations within the residence halls. The RHD is part of the on call, on duty rotation for nights and weekends, along with the AHD staff members.

Assistant Hall Directors (AHD)

The Assistant Hall Directors work directly with the Residential Life program in order to foster the growth and development of student life on campus. The AHD staff assists in the administration and supervision of the residence halls on weeknights and weekends. AHDs reside in Dominican Hall and Nilan Hall.

Resident Assistants (RA)

The residence halls at Albertus Magnus are staffed by Resident Assistants. They have been selected for their maturity, responsibility, and leadership qualities. The Resident Assistants are available to listen to concerns, answer questions, report maintenance problems, organize activities, counsel, guide behavior, administer programming, be a resource person, and to handle any situation that may arise in the residence halls.

RESIDENTIAL LIFE

LIVING ON CAMPUS

The Office of Residential Life wants to ensure your experience on campus is memorable and engaging. The staff works to promote a safe and educational environment through various programs, community service opportunities, and fun.

We provide students with 5 housing options from which to choose. We currently have one traditional style residence hall known as Dominican Hall and four mansion style residence halls. The mansion style residence halls are McAuliffe, Nilan, Sansbury and Siena Hall.

Siena Hall is 24-Hour Quiet Hour and Substance-Free Housing.

SUBSTANCE-FREE HOUSING

These healthy living options are for students who are willing to make a commitment to maintain a living environment free from tobacco, alcohol and other drugs. Students living in substance free housing do not have to agree to entirely abstain from the use of alcohol or tobacco, but they are not permitted to possess or use alcohol, tobacco, smokeless tobacco, or other illegal substances within their residence halls. Students in substance free housing further agree that, should they consume alcohol while away from their residence, they will not return to their room while under the influence of alcohol or other substances. To honor the rights of those who have selected this residence hall environment, these expectations also apply to guests visiting these areas. Paraphernalia associated with alcohol, tobacco or other substance use is also prohibited in substance free housing.

Sanctions: Include but are not limited to fines, probation, housing reassignment, suspension from housing up to removal from housing.

HOUSING ACCOMMODATIONS

Eligibility for Reasonable Housing Accommodations

By law, students with a disability do not have to self-disclose or register with the College. If, on the other hand a student is seeking housing accommodations or adjustments, he/she must contact the Office of Student Life during the established time period to request services or accommodations for the upcoming academic year. All housing accommodations are determined on a case-by-case basis by the Division of Student Services.

According to the ADAAA, a disability is defined as any mental or physical impairment that *substantially limits* the individual in a major life activity compared to the average person. In determining the extent of one's limitation, the nature, severity, duration, and impact of the impairment are relevant factors. Requests for particular housing assignments based on a student's preference, rather than need, such as a certain type of room/location or desire for a quiet, undisturbed place to study, will not be honored.

A Student requesting housing accommodations must:

- Disclose his/her disability as it concerns housing needs.
 - Complete our ADA Reasonable Housing Accommodation Request form and submit it to the Office of Residential Life.
 - Provide medical documentation that *specifically* addresses the need for housing accommodation(s). Documentation should be typed or printed on letterhead, dated, signed and legible with the name, title and professional credentials of the evaluator or medical provider. All documents need to be recent: should be within six (6) months for psychiatric disorders, and within twelve (12) months for other disabilities. Most importantly, the documentation should clearly spell out why it is essential that the accommodation be granted as it pertains to housing. This documentation must be submitted within the established timeframe along with the ADA Reasonable Housing Accommodation Request Form to the Office of Residential Life in the Hubert Campus Center.
 - If necessary, participate in a conversation with the Office of Student Life to determine a reasonable and appropriate accommodation(s).
 - Request reasonable housing accommodations **on an annual basis**, within the established timeframes designated by the Office of Residential Life, following all of the steps outlined above.

A committee (comprised of members of the Division of Student Services) will:

- Review the student's submitted medical documentation provided by a certified evaluator(s)/medical provider(s) and ADA Reasonable Housing Accommodation Request Form.
- Request additional information/clarification from student and/or evaluator/medical provider as necessary to process housing accommodation request.
- If necessary, participate in a conversation with the student to learn as much as possible about the requested accommodation, as well as determine a reasonable and appropriate accommodations(s).
- Contact student as to eligibility or status of application within ten (10) business days upon receipt of the application and medical documentation.
- Decide what housing accommodation(s) will be granted for only one (1) academic year.
- Contact student to discuss recommended housing accommodation. All housing accommodations are determined on a **case-by-case basis**.

Please note that a diagnosis in and of itself does not automatically qualify for an accommodation. To receive special housing consideration for medical conditions not covered by the ADA, the housing accommodations form must be completed, but the accommodations are not guaranteed.

Additional Procedures

Students with service animals, those requesting permission to have an assistance animal and/or students who wish to have a Personal Care Attendant must also refer to the respective information about additional policies, procedures and expectations.

2015-2016 Application Deadlines

Student Type	Fall 2017	Spring 2018
Returning Students	April 1, 2017	December 8, 2018
New Students	July 16, 2017	January 7, 2018

RESIDENCE HALL AND FOOD PLAN CONTRACT

This contract sets forth the terms and conditions upon which space in the residence halls may be occupied by the resident student. The contract outlines residency requirements and eligibility, damage policies, payment provisions and other important information for on-campus residency. The contract also includes policies as it relates to substance-free housing, the use of refrigerators and microwaves, and access to fire escapes. The food plan and dining services is also outlined stating that each resident receives 19-meals per week. All resident students are required to have the College meal plan. Students who wish to be exempted from the meal plan for health-related issues should follow the same procedures outlined for Housing Accommodations in the previous section.

Students who are suspended or removed from the Residence Halls are not eligible for any financial refunds and are responsible for any charges affiliated with the suspension and/or removal.

Mansion Agreement

This contract outlines the rules and regulations of living in a mansion residence hall. Students living in a mansion residence hall agree to abide by the specific housing restrictions of that hall (substance-free, 24-hour quiet etc.) and understand that refrigerators and microwaves are not permitted. *Sanctions for violating this contract include but are not limited to: housing relocation, possible fines for unauthorized appliances and up to suspension or expulsion from the residence halls.*

Rooftop and Fire Escape Room Contract

Certain rooms on campus have designated fire escape stairwells and access to rooftop spaces. Students residing in these rooms must sign this contract. The contract states that at no time will a student place any belongings on the roof, access the roof etc. The students who sign the fire escape contract agree to not use the escape for any situation other than a fire emergency.

All residents assigned to rooms with rooftop access must adhere to the following guidelines:

- a. No resident is permitted to put personal items or trash on the roof for any reason
- b. No resident or their guest is allowed to be on the roof
- c. All rooftop access rooms are equipped with stop locks for the window(s). It is strongly suggested these locks be used to secure the window(s).

Any violation of the above restrictions may result in fines, suspension or expulsion from the residence hall.

MENINGITIS VACCINATION

Per the State of Connecticut, all residents must show proof the meningitis vaccination administered within five years of the date of entry (August 1 for the fall semester, January 1 for the spring semester). No resident will be permitted to reside in the residence halls without submitting appropriate medical forms and proof of vaccinations to Health Services or the Director of Community Standards.

ROOM ASSIGNMENTS

New students and transfers are notified of room and roommate assignments in August by Office of Residential Life. Upper classmen students select their room and roommates by participating in the annual Housing Selection each spring. (No changes in rooms or roommates may occur without notification and permission of Residential Life Coordinator)

All resident students must be registered for a minimum of 12 credits per semester to reside in campus housing. No resident with less than 12 credits will be permitted to reside on campus unless approved by the Vice President for Student Services and his/her designee.

ROOM CHANGE PROCEDURES

Students desiring a room change must submit a Room Change Request form, which is located in the Office of Residential Life in the Hubert Campus Center. The Residential Life Coordinator will then meet with the student regarding his or her request. The Residential Life Coordinator will determine if a room change will occur, in coordination with the Director of Community Standards or Vice President for Student Services, if deemed necessary. Room changes are subject to available spaces in the residence halls. The Residential Life Coordinator will place the student in any available location regardless of preference.

First Semester Room Changes

- No room changes will occur for the first two weeks of the semester beginning with the first day of classes. (Moratorium Period)
- Voluntary room changes (body for body changes) may occur ONLY during a two week period immediately following the two week moratorium. All residents of the rooms must be in agreement.

Second Semester Room Changes

- Voluntary room changes (body for body changes) may occur **ONLY** during the first two weeks of the semester. All residents of the rooms must be in agreement.
- After the first two weeks, room changes may only occur for emergency reasons to be determined by the Residential Life Coordinator

Students who have been granted a room change must complete a “Check Out” for their current room and a “Check In” for their new room. The original form is not transferable to the new room. Residents will be charged for any damages to their individual rooms (**See Housing Damages for more information**).

Singles Request Procedures

Students requesting a single room must complete the *Single Room Request Form*. In order to be eligible for a single room, students must meet the minimum criteria for consideration: students may not be on residential life/conduct probation or on academic review.

Single Request Forms are evaluated on a first-come, first-serve basis. All singles will be assigned by seniority (as defined by the Office of Residential Life as the number of credits earned as of the date the form is submitted).

Students, whose requests are granted, will be offered a single room *via* email within five business of the deadline for submission. The student must accept the single room offered within 24 hours of the email notification or the request will be voided. Singles are assigned based on availability not personal preference.

Requests that cannot be met due to limited availability will be kept on file until end of the semester in which it was submitted. These students will be notified in writing *via* email if their request cannot be met within 5 business days of the deadline for submission. Students will need to reapply for single rooms in the beginning of each semester.

HOUSING SELECTION

Each spring, current students will participate in the Housing Selection process. Housing Selection typically occurs each spring semester in April.

Housing Selection General Policy

Each year, the Office of Residential Life will post the instructions and requirements for Housing Selection for all students to review. *The Office of Residential Life reserves the right to edit, alter, adjust or eliminate any policy as it relates to Housing Selection annually.*

Eligibility

Any Albertus Magnus College fulltime, matriculated student enrolled in an undergraduate-day degree program may participate in the Housing Selection process. A fulltime student is defined as a student who is enrolled in twelve (12) or more credit hours per semester and holds fulltime status with the College’s Registrar.

In order to participate and select a room for the following year, each student must be registered for 12 or more credits for the fall term. Students who are not registered for the minimum number of credits will not be permitted to select a room or be housed. Students cannot have any outstanding college conduct obligations including fines, community service, etc. All matters must be taken care of with Community Standards regarding conduct infractions prior to participation.

Process

The Office of Residential Life will make available an online registration form in which all students who wish to reside on-campus for the following year to complete. Students will have two-weeks to submit their registration for Housing

Selection. Students who do not register by the deadline will be eligible to choose housing in Housing Selection once all registered participants have had a chance to choose first.

The Office of Residential Life will post the Housing Selection Group listing one week after posting the Participation List. This listing will indicate to student participants in which group he or she will be participating in. Groups are determined by the number of credits earned through the end of the previous fall semester. Spring semester enrollment does not count towards calculating the group numbers. Students who believe they are placed in the wrong group must notify the Residential Life Coordinator of the potential error and he or she will then confirm the credits with the Registrar's Office. Students will have one week to notify the Residential Life Coordinator of any correction needed.

The three groups and the credit breakdown are as follows:

- Group 1: 54+ credits earned
- Group 2: 25-53 credits earned
- Group 3: 0-24 credits earned

Please note: credit breakdown is subject to change annually and students will be notified of the group structure at the time of announcement

One week following the posting of the Group Numbers, Selection Numbers will be posted. This number indicates where in the group you will be choosing your housing. Selection numbers are assigned randomly and regardless of how many credits you hold in your respective group (e.g.: a student with 54 credits may be assigned Selection Number 1 and a student with 75 credits may be assigned Selection Number 12). Students cannot alter, change, or switch Selection Numbers at any time.

Any student who wishes to participate in Housing Selection after Selection Numbers have been posted will be assigned the last Selection Number in their applicable group. Any student who shows up at Housing Selection wishing to participate will be assigned the last Selection Number in Group 3.

Room Selection

Students may only choose rooms designated by the Office of Residential Life as eligible for selection. Floor plans will be released prior to Housing Selection for students to review and determine where they would like to reside for the following year. Students should come prepared for Housing Selection.

Students must choose a room in accordance with the occupancy type of each room. No student shall be able to select a double, triple or quadruple occupancy during Housing Selection if he or she does not have a roommate(s) to meet the occupancy requirement. Doubles, triples and quads require full capacity for selection. Students who wish to reside in a single room must choose a single occupancy room. Students who do not have a roommate will have a roommate assigned to them during the process.

It is not possible for every student wanting a single, or a Mansion-style room to get their first choice. The Office of Residential Life does their best in designating a multitude of various room options within each of the residence halls. Students are expected to select a room regardless of preference to ensure a spot in housing for the following year. Once a room is selected, the student cannot alter or change their housing assignment until a time determined by the Office of Residential Life.

Students who do not participate in Housing Selection will be randomly assigned housing during the new student housing placement process in July.

ROOM VACANCIES/OPENINGS

The Office of Residential Life reserves the right to assign any available spot in any room to a student at any time for any reason. Students currently residing in the selected room will be notified in advance of the roommate assignment.

Occupancy Levels

When or if a room falls below the required occupancy level, a resident may be reassigned as deemed necessary by the Residential Life Coordinator or his/her designee(s). Students will be notified *via* email should such a change occur.

Open Rooms

Rooms that are completely vacant at the start of term will remain vacant unless otherwise determined by the Office of Residential Life. Students, who are seeking a room change, may not request at any time to assume occupancy in a vacant room.

CHANGE IN HOUSING STATUS

Residents can change their residency status back to commuter at any time for any reason. Students must contact the Residential Life Coordinator in writing to notify him/her of the change and arrange appropriate move-out procedures (**See Check-Out Procedures**).

Students are encouraged to contact the Financial Aid and Business Office prior to making the change to determine if any financial obligations will occur once the change is complete. **Residents are not eligible for a pro-rated refund of room/board charges after 21 calendar days since of the start of the semester has passed.**

Students removed from housing for disciplinary reasons will have their status automatically updated by the Office of the Residential Life. There are no pro-rated refunds for conduct removals from campus housing.

CHECK-IN/CHECK-OUT OF RESIDENCE HALL ROOMS

Check-In:

1. First Stop is the Business Office to get your “Admit Card.” This card indicates that your financial obligations to the College have been met and that your keys can be issued to you. No student will be issued residence hall room keys without presenting an “Admit Card” to Residential Life.
2. Sign Housing Contract(s) and all necessary paperwork.
3. Meet with a member of the Residential Life Staff to complete the “Check In” portion of the Room Condition Report (RCR) form.

Check-Out*:

1. Residents must complete the RCR form with a Residential Life Staff member present prior to turning in his/her room keys. Failure to do so will result in fines and forfeiture of any right to appeal any and all damage charges assessed to the room.
2. Residents are responsible for removing all personal belongings from the room. The room must be swept and all trash must be removed from the room prior to meeting with a Residential Life Staff member.
3. Keys must be turned in to a member of the Residential Life Staff.

*If a student moves out of his/her room without following the above “Check Out” procedure he/she will waive the right to appeal any and all residence hall damage charges assessed to the room. **Students failing to return keys upon “Check Out” will be assessed the fee for a lock change. (approximately \$200.00).**

All belongings left behind in the residence halls will be removed at personal expense. If arrangements for removal need to be made, a written request has to be given to the Residential Life Coordinator no later than 48 hours before check-out. This does not guarantee that more time will be given and it is the resident's responsibility to remove all personal belongings. The College is not responsible for any item left behind in the residence halls.

NOTE: Room Changes deemed necessary by the Vice President for Student Services or designee may occur at any time during the academic year.

ROOM SECURITY

Campus security authorities across the nation unanimously agree that the primary problems in college residence halls center on personal safety and theft. These problems call for a high degree of awareness and the use of common sense. The following is recommended:

1. Lock your door upon leaving the room. This is the single most effective thing you can do to avoid theft.
2. Do not leave notes on your door indicating your absence from the room.
3. Salesmen or solicitors are not allowed in the residence halls. Questionable individuals should be reported to the Residential Life staff or Security immediately.
4. Never leave money or valuables in your room. Large amounts of cash should be transferred into bank accounts. Credit cards should be guarded carefully.
5. Access doors to Residence Halls should be closed and locked at all times.

Albertus Magnus College is not responsible for any items lost or stolen in the residence halls.

Personal Valuables

The College is not responsible for the damage, loss or theft of personal property of the students and/or their guest(s). In case of loss, damage or theft, the student is encouraged to report the situation to Campus Security and the Vice President for Student Services.

ROOM INSPECTIONS

Health and Safety inspections of the residence hall rooms are conducted by authorized personnel of the college to see that all government and college regulations are observed. These inspections happen minimally twice throughout the semester. The inspection period is announced 5-7 days in advance. During these inspections all areas of the room are open to inspection, including but not limited to: refrigerators, closets, drawers, etc.) All room inspections are completed by members of the residential life staff. Students are given a copy of the Health and Safety report form for their records. Any violation of College policies etc. can result in disciplinary action through the student code of conduct.

Staff members who are authorized by the Vice President for Student Services and/or the Facilities Supervisor may enter a student's room at any time for health or safety-related problems, to investigate incidents involving possible violations of Albertus Magnus College policies, and to make routine maintenance repairs and safety checks during vacation periods or as requested by the student.

RECESS/BREAKS

The residence halls are closed during the Thanksgiving break, Christmas and Spring break when classes are not in session. At the end of the semester, all students must leave the Residence Halls no later than 5:00 p.m. on the day

of the student's last exam. (Time subject to change; deadline will be posted on campus in advance.) Students in violation of the above policy will be fined \$100.00 for each hour they are over the deadline.

All residents must check out appropriately for every recess or break when the college is scheduled to be closed.

1. All residents do not have to turn in keys over breaks except for the Winter Break session.
2. Residents are expected to comply with all closing procedures as published in advance of the break
3. Residents are responsible for their keys over the break where keys are not collected. Lost or stolen keys will result in an approximately \$200.00 lock change.

Sanctions:

Refusal to vacate a building, street, sidewalk, driveway, or other facility of the College when directed to do so by an authorized employee of the College having just cause to order these areas to be vacated (e.g., during a fire alarm, utilities problem, etc) is an offense worthy of a sanction.

Typical sanctions may include probation, a \$100 fine and community service. Sanctions may be as severe as suspension from the College. Vice President for Student Services or designee has the right to revoke any or all privileges regarding participating in Housing Selection.

CANDLES AND INCENSE

In our continual efforts to promote a safe and secure environment on the Albertus Magnus College's campus, a policy regarding the use and possession of candles and incense in the Residence Halls has been implemented. This policy is similar to those of other area Colleges and Universities candles and incense are not allowed in any residence hall. The use and possession of such materials can pose a fire hazard and threaten the lives of all residents.

If candles or incense are used for religious practices, please contact the Vice President for Student Services. Other arrangements will be made.

Sanctions: *Typical sanctions include but are not limited to warnings, fines, probation and suspension from housing.*

COMMON AREAS

Common Areas/Lounges are in each residence hall for studying, meetings, and campus events. Common areas have been outfitted with furniture for the use of all students. Removal of this furniture by students for personal use will be considered stealing and will be grounds for disciplinary action. Substantial fines will be levied for each piece of furniture removed.

DECORATIONS

All decorations must be attached to the walls by masking tape or poster putty. The use of all scotch tape, double sided tape, glow in the dark stars/solar systems, glue backed decorations, and all nails/screws on the walls, doors, or ceiling is prohibited. Using the face of your door as a "memo" board is prohibited – this can result in large fines and fees to repair and/or replace the door. Students will be charged if any damage occurs due to room decorations.

By orders of the Fire Marshal of the City of New Haven, the following regulations must be observed. Decorations and ornaments (streamers, etc.) must all:

1. Be fire-rated.
2. Christmas Trees (both live and artificial) as well as Christmas lights are prohibited in the residence halls
3. Halogen lights, neon lights/signage and lava lamps are prohibited.

4. Wall decorations may not cover more than 50% of wall space.
5. Tapestries, flags, etc. may not be hung from the ceilings.
6. Curtains are permitted and should not hang lower than the base of the window (54 inches in length); no curtain rods are provided.
7. Floor-length curtains are not permitted.

Christmas Lights

Students may have “Christmas” lights in their residence hall rooms. All Christmas lights must be UL approved. There may be no more than 2 strands of Christmas lights per room and they may not be plugged into any extension cords. Students must not use nails, duct tape, or anything that will damage the walls when hanging the lights. Lights may not be hung on smoke detectors, water pipes, or fire sprinkler pipes. Lights are expected to be turned off when the room is not occupied. Students are reminded that live and artificial Christmas trees are prohibited in the residence halls. Violations of the Christmas Light policy can result in confiscation, or additional sanctions as determined by the Office of Student Life.

ELECTRICAL APPLIANCES & EQUIPMENT

Appliances and equipment for the preparation and storage of food are permitted only in the kitchen area of each residence hall. Use of small appliances and equipment in any other area is not permitted. Refrigerators and microwaves are not permitted in the residence halls, with the exception of Dominican Hall, as they are safety hazards.

The following appliances are prohibited in the residence halls: coffee pots/makers (Keurig-style coffee makers are permitted), broilers, electric frying pans, George Forman grills and similar items, heating coils, hot plates/hot pots and immersion coils, space heaters, and toasters, toaster ovens, griddles and similar items.

Water coolers, electric blankets, power towels and multi-outlet adapters are also not permitted in the halls. All power/extension cords must be U.L. approved with a surge protector and internal circuit breaker.

Extension cords and surge protectors are permitted provided that they are UL approved and have an internal circuit breaker. A maximum of one extension cord or one surge protector may be used per duplex outlet. Outlets must not be overloaded with multiple cords, protectors, adapters, etc. Overloading outlets is a serious safety concern and is prohibited. Residents are asked to evenly distribute electrical use between all available outlets. Students can be held responsible for any electrical shortages or circuit damage caused by overloading outlets.

NON-COLLEGE FURNITURE

Students are encouraged to make their rooms as comfortable as possible to promote social and academic interactions. Each room is provided with: a bed, dresser, desk, chair, and closet space. Outside furniture is not permitted.

For additional storage space, students may bring plastic containers/drawers into their rooms.

SMOKE DETECTORS/SPRINKLERS

Smoke detectors and fire sprinklers are in each room for the students' safety. Do not hang items from it. Tampering with a detector or sprinkler is a federal offense and will result in disciplinary action and a damage charge. All fire alarms are hardwired and if one smoke detector is activated it will set off the entire building. Students who discharge a sprinkler may be held responsible for all replacement and damage costs.

FIRE

Fires in residence halls at other institutions have proven to be disastrous. A large number of those fires have been caused by human actions, such as misusing electrical appliances or using paper decorations. Many people have died because they panicked in response to a fire and opened the door to a smoke filled hallway; jumped from a window instead of waiting rescue; ran, rather than rolled on the ground when their clothing caught fire. Although the fire may not be widespread, it is well to remember that 95 percent of all deaths connected with fires are caused by smoke inhalation.

Fireplace Boards and Screens

Screens and fireplace boards may not be removed. They are for your protection and safety. If removed, the screens and boards will be replaced by College personnel and the charges will be added to the student's account.

Fire Drills

Fire drills shall be held as often as the College deems necessary. Each fire alarm must be treated as a real fire. The building must be evacuated quickly and completely. Sanctions will be levied against students who do not comply with Fire Drill Procedures.

Fire Escape (Nilan Hall Rm. 10 and 21, McAuliffe Hall Rm. 13b and 19)

Fire escape access is strictly prohibited in non-emergency situations. Any resident who occupies a room with access to a fire escape must sign a Fire Escape Contract.

Fire Extinguishers

Each building is equipped with fire extinguishers. Students should only use an extinguisher in the event of an actual fire. Students found tampering with Fire extinguishers in a non-emergency situation will be sanctioned a \$100.00 fine and face other disciplinary sanctions.

FIRE EVACUATION PROCEDURE

In the event of an alarm or a fire:

1. Close your residence room door behind you
2. Evacuate the building immediately using the fire evacuation guide provided in each residence hall room or by utilizing the nearest accessible stairwell or exit. DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail leaving you trapped.
3. Report to your designated assembly area outside of each building:
 - Dominican Hall- In front of the Athletic Center
 - McAuliffe Hall- Across the track on the Athletic field
 - Siena Hall – Sansbury Hall Parking Lot
 - Sansbury Hall- Siena Hall Parking Lot
 - Nilan Hall- On the opposite side of East Rock Road
 - All Academic buildings- a minimum of 100 feet away from each building

Fire Evacuation & Disabilities

If you have a documented physical disability and cannot use the stairs to exit the building during a fire alarm, the student should exit the room and wait in the stairwell landing of their floor. Fire Department personnel will be notified and a member of the Fire Department will assist in evacuating you.

GUEST POLICIES

Guests are defined as:

1. A guest in a residence hall (common area or room) is any person who does not reside in that residence hall.
2. A resident may have no more than 2 guests at any given time.
3. All guests must follow the established sign-in procedures.
4. All guests are subject to residence hall rules, regulations and policies and are required to comply with all directives of Residential Life Staff and College Administration.
5. The host is responsible for the behavior of his/her guest(s) and must accompany guest(s) at all times.
6. It is understood that a guest may not move into a residence hall room with the purpose of living there.
7. Overnight guests are accorded a full house/floor privilege which means the use of all areas within a residence hall when escorted by the host student. However, it is expected the guest of the opposite gender will use appropriately designated bathroom facilities. In single gender buildings, minimal lavatory facilities are available for members of the opposite gender.
8. **Guests must be 16 years of age or older.**
9. Family Members – considered guests and must be signed in and escorted at all times.

SIGN-IN PROCEDURES

Host students must be present with their guest when signing them into the building. The guest must present a valid photo ID or Falcon Student ID to the R.A. on-duty upon entering the residence hall. Students without appropriate ID will not be permitted to enter the residence hall. A valid photo ID is defined as a driver's license, state ID card, passport, or Permanent Resident Alien Card. Non-Albertus Magnus College student ID cards will not be accepted or honored if the date of birth is not printed on the card.

Guests are expected to present their photo ID card to any residential life staff member or College official when asked. Guests are not permitted to eat in the dining hall unless he or she pays for their meal with the Dining Hall staff.

OVERNIGHT GUESTS

No overnight guest may spend longer than **two (2) consecutive nights** on campus per week (seven days). The host student may request in writing permission to have a guest longer than two (2) consecutive nights. This request must be filed at least 48 hours in advance with the Residential Life Coordinator. **A request does not automatically mean permission will be granted.**

Guests who are signed in with one resident for two (2) consecutive nights are NOT allowed to sign out and then sign in again with the same and/or a different host. Violations of this policy can result in the guest being banned from campus and the loss of guest privileges for the resident.

Registration Procedures

You must register your overnight guest with the appropriate Residential Life Staff member.

If you do not live in a single room, you must get written permission for an overnight guest from your roommate(s). A roommate has the right to decline permission. It is the responsibility of the host student to get this permission. **No guest is allowed to occupy a room without the host present.**

At no time should College-issued keys (includes student ID) for residence halls be given to a guest for use.

Host Responsibilities

Each host is responsible for any violation of residence hall and/or College regulations or policies by his/her guest(s). The host student is responsible for informing his/her guest(s) of the residence hall and College regulations and policies.

Roommates must respect the rights of each other when following the guest policy. Any disputes must be resolved between/among the roommates. If an agreement cannot be reached, then an agreement will be made with the assistance of a Resident Assistant or other Student Services Staff.

Residents must grant written permission for the use of their bed(s) by a guest.

Sanctions:

Visitors

The student host is responsible for the conduct of his/her guest(s) and sanctions may be levied stemming from the behavior of his/her guest(s). All guest(s) must comply with the College's rules and regulations.

Typical sanctions may include a warning, community service, letter(s) of apology to specific individual(s) and a minimum of a \$50 fine. Sanctions may be as severe as suspension or expulsion from College housing. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

HOUSING DAMAGES

The residence hall is a home away from home. Its comfort, attractiveness and state of upkeep reflect upon those who reside within the College community. Acts of vandalism are strictly forbidden. The effort to keep costs as low as possible is severely hampered by deliberate damage done to the facility.

A maintenance deposit of \$350 is required of each student. This deposit is a one-time deposit in addition to room and board charges established by the College. If a student has no balance on his/her account, the deposit will be returned to the resident student within two months after the student withdraws or graduates from the College. Students who leave housing and change their status "commuter" will not be refunded the deposit until withdrawal or graduation from the College.

ROOM CONDITION REPORT FORMS

Students are not responsible for any pre-existing damages to the room as indicated on the Room Condition Report form which is signed by each resident upon moving into his or her room. Any damages (i.e. broken furniture, holes in walls, broken blinds etc.) found in the room at the end of the semester/year will be billed to the residents of that room.

Any damages that are found in the room upon moving-in that were not indicated on the Room Condition Report must be submitted in writing to the Residential Life Coordinator within five (5) days of assuming occupancy. Students who move-into a room after the first five (5) days of the semester are given three (3) days to notify the Director of any damages. If a student does not submit a written record of these damages within the allotted time frame, he or she will be responsible for the damage and billed accordingly.

Students are responsible for making an appropriate appointment to complete and sign a Room Condition Report form upon moving-out of the residence hall in May. Students who do not sign the form or go through the formal check-out process with a member of the residential life staff will forfeit their right to appeal any damage charges billed to the individual room.

DAMAGE CLASSIFICATIONS

Students are billed for three types of damages on a semester basis unless otherwise noted.

General Damages: these damages are defined as any damage done to common areas of the residence hall including stairwells, common rooms, bathrooms on floors with no resident rooms, elevators, immediate grounds of the residence hall etc. These damages are billed to each student in that particular residence hall.

Individual Damages: these damages are defined as any damage done to the student's personal residence hall room including personal bathrooms (if applicable). Damages are billed to each room occupant unless the damage is done to specific furniture assigned to the resident per the Room Condition Report form. Individual Damages are only billed at the end of the academic term or when a student moves out of housing or changes room.

Floor Damages: these damages are defined as any damage done to a particular floor of the residence hall including the general bathrooms. These damages are billed to each resident of that particular floor.

DAMAGE BILLING PROCESS

Residence hall damages will be assessed on a semester and annual basis by the Facilities Supervisor. The Office of Residential Life will then determine damage classifications and charge accordingly. The Business Office will post the amount payable to each student account. Students who wish to know the damage the damage billing details may submit a request in writing to the Residential Life Coordinator within five (5) business days of the date the charge was posted to the account.

If there is a clear and consistent report as to specific individuals who caused the damage, charges will be assigned; however, when it is unclear who caused the damage each resident of the room will be charged equally. If damage occurs in hallways, lounges, etc. of the residence hall and persons responsible for the damage choose not to identify themselves, the charge will be equally distributed between the residents of that residence hall or of that floor. Students are responsible for damage caused by their guest(s). Any students who would like to report damage in the residence halls must do so within 5 days of the incident, in writing to the Residential Life Coordinator.

Students are required to leave their residence hall room in a condition that is comparable to the condition in which the student moved in upon vacating the residence hall for the year. Rooms that are left in disarray (i.e. trash not removed, dirty or stained floors, rooms that require excessive cleaning, etc.) will be charged an excessive cleanup charge of \$75.00.

DAMAGE CHARGE APPEALS

If a student wishes to appeal the damage charges billed to their account, he or she must submit in writing to the Residential Life Coordinator the reason for such appeal and on what grounds he or she believes they should not be charged. This notification must be received within seven (7) business days of the date in which the charges are posted to the account. The decision of the Residential Life Coordinator is final and binding.

Structural Changes and Moving of Furniture

Each student is provided with a bed, mattress, dresser, desk and chair. These items must not be changed, damaged, or redesigned in any way. All furniture that is provided by the College must remain in the assigned room. Students will be charged replacement cost for any furniture that is missing. College furniture in common areas, living rooms, kitchens, halls and basements is not to be moved under any circumstances. Fines will be assessed for an inappropriate amount of furniture at the time of room inspection.

Students may not bring furniture from home to supplement any College-provided furniture, especially mattresses.

The following is a list of replacement costs:*

Blinds: Dominican:	\$25.00
Mansions:	\$75.00
Box Spring:	\$160.00
Chair:	\$125.00
Closet Curtain:	\$50.00 (\$70.00 if rod needs replacement)
Desk:	\$310.00
5 Drawer Dressers:	\$300.00
3 Drawer Dressers:	\$240.00
Head/Footboard:	\$125.00 each
Mattress:	\$110.00
Wardrobe:	\$425.00

****prices subject to change without notification***

Sanctions:

Damage and/or destruction and/or theft of College property or property belonging to others on the College campus; failure to maintain a residential area at an acceptable standard as defined by the Department of Residential Life; failure to report accidental damage of College property or property belonging to others on the College campus; possession of property on the College premises allegedly stolen from the College or from others is subject to disciplinary action.

Typical sanctions may include reimbursement, a \$100 fine, letter(s) of apology to specific individual(s), community service and banning from a specific area of campus. Sanctions maybe as severe as suspension, or expulsion from the College. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participating in Housing Selection.

BUILDING/FLOOR MEETINGS

Resident students are required to attend all building/floor meetings and will be responsible for material reviewed if that student failed to attend. Floor Meetings will be held on an as needed bases. Students who fail to attend house/floor meetings will be subject to disciplinary action. There are a minimum of two mandatory Residential Life meetings. All students are required to attend. Failure to attend these meetings will result in a \$50.00 fine. Students that are unable to attend must notify the Residential Life Coordinator in writing at least 24 hours in advance. All APPROVED absences will be notified in writing.

INCIDENT REPORTS

An Incident Report is a written record of all policy infractions as well as incidents occurring in the residence halls. An incident report may be written by any member of the College community. The incident report is used only to report the facts that should be brought to the attention of the Residential Life Coordinator, the Director of Community Standards, and the Vice President for Student Services.

KEYS & LOCKS

Keys for residence halls and rooms are distributed to students when they arrive at their residence halls. The assigned keys are for the individual assigned to those keys ONLY. Sharing, borrowing, or using another student's key or ID card will result in a sanction, up to removal from the Residential Life Program. Each student must sign the appropriate receipt when receiving keys. Should a key be lost or stolen, they must make a request for replacement with the Office of Residential Life. Payment for key replacement can be made by check and brought to the Residential Life Coordinator's office.

A student will be fined if one fails to return one's keys upon withdrawal, specified vacation periods, graduation, or at the end of the school year. Failure to do so will result in a \$200 fine. Price is subject to change without notification.

Lock Outs

If a resident student is locked out of their room they may contact the Resident Assistants in the residence hall for assistance. If a Resident Assistant is not available and you cannot wait for your roommate(s), call the Residential Hall Director on weekdays, and on nights and weekends contact an Assistant Hall Director. Students with continuous lockouts may subject to disciplinary actions.

LAUNDRY ROOMS

Washers and Dryers are available in each of the residence halls. A laundry card can be purchased in the campus center mailroom for use of the MAC GRAY washing machines and dryers. Students may report issues with any MACGRAY machine to 1-800-MACGRAY (622-4729) or notify your building R.A. or the Residential Life Coordinator.

Students are asked to make sure that they remove their laundry from the Laundry Room in a timely manner. Clothing left in the laundry will be discarded or donated to charity if left in the room for an extended period of time. Albertus Magnus College is not responsible for any items discarded or stolen from the laundry room.

MAINTENANCE

Any maintenance problem should be reported to the Resident Assistant or the Office of Residential Life. Resident Assistants are responsible for monitoring the needs of their facilities.

The Office of Residential Life will handle emergency requests during regular office hours. After office hours and on Saturdays, Sundays and holidays all emergency requests will be handled by the AHD, RHD, Residential Life Coordinator, Director of Community Standards and/or Vice President for Student Services.

Housekeeping

Cleaning staff service personnel are assigned to each building and are responsible for the cleaning of all common areas excluding the students' rooms. Students are responsible for the housekeeping of their own rooms; for the emptying of trash from their own rooms into the proper receptacles in trash rooms on a regular basis; washing glasses and dishes after each usage; and emptying cans, bottles, cartons etc. into proper receptacles in trash rooms. Excessively dirty common rooms and floors will be assessed a cleaning fee that will be billed out at the end of each semester.

Personal Bathrooms

Certain residence hall rooms have personal bathrooms in the room. Residents in these rooms are responsible for cleaning the facility and providing their own toilet paper, paper towels, etc.

Heating

Report heat concerns to the Resident Assistant. If he/she is not available, call the Office of Residential Life (203-773-4477) weekdays, or after 4:30 PM and on weekends contact the AHD Staff (203-675-5407).

NOISE/ LOUD MUSIC

Excessive noise or behavior that disturbs others, endangers personal safety, or violates the desired standard of quiet conducive to study or sleep is not permitted in the residence halls. The blasting of personal stereos is not allowed in any of the College's Residence Halls. The College reserves the right to determine if the size of a stereo system is appropriate for a community living space. Equipment that is considered to be "DJ" equipment or large floor speakers are not allowed in the College's residence halls. Failure to be respectful of your neighbors may result in the confiscation of stereo equipment and college conduct sanctions.

Stereos

Placing stereo speakers in such a manner that allows sound to be carried out of windows or into halls demonstrates a serious disregard for members of the administration, faculty, staff and students. Such behavior violates the rights of others who wish to attend classes, study, sleep, or merely enjoy a quiet atmosphere. You have a right to enjoy your stereo, but not to impose your tastes and listening times on others. Please use headphones whenever possible. The College reserves the right to determine if the size of a stereo system is appropriate for a community living space. Subwoofers, amplifiers, bass equipment is prohibited in the residence halls.

Sanctions:

Noise and general disorderliness – Students shall not be disorderly at any time. Disorderliness is defined as creating an unreasonable disturbance, and/or trespassing on the rights of others, and/or any lewd or indecent behavior, and/or any reckless behavior.

Typical sanctions may include a warning (separate from a warning issued by a Resident Assistant), community service, a minimum fine of \$100, housing reassignment, banning from specific areas and letter(s) of apology to specific individual(s). Sanctions may be as severe as suspension or expulsion from housing. The Vice President for Student Services or designee has the right to revoke any or all privileges regarding participation in Housing Selection.

PETS

Pets and animals of any kind (with the exception of non-carnivorous fish kept in a maximum 10 gallon tank) are prohibited in all campus buildings (including residence halls) for health, safety and sanitation reasons.

Sanctions:

Typical sanctions may include: warnings, minimum fines of \$50, probation, and/or suspension and/or expulsion from the residence halls.

QUIET HOURS

As an educational institution, the college expects the environment in the residence halls to be conducive to academic pursuits. The guidelines concerning QUIET HOURS on weekday nights assure that study has priority.

Those students who are inclined toward noisy recreation should go elsewhere. The same rationale underlies other rules pertaining to playing of loud stereos, noisy gatherings, and other acts that infringe on the privacy and rights of others.

Each residence hall will establish QUIET HOURS. While the college recognizes that individual habits vary, QUIET HOURS will be observed Sunday through Saturday. Radio, television and stereos should be played only when room doors are closed and consideration for others should prevail. Noise from your room is not to enter the hallways, as the College expects the environment in the residence halls to be conducive to academic pursuits. The Resident Assistant, along with the residents, are expected to help monitor this environment.

Student-sponsored events may not be scheduled in the residence halls during exam weeks of each semester or the nights of the reading days. All residence halls observe a 24 hour quiet zone during finals.

Courtesy Hours

Throughout the day, there are courtesy hours that are in effect in which volume must not disturb others and be kept a reasonable level; if not, students may be asked to lower their volume etc. and can be held accountable for failure to comply with staff directives. During the designated quiet hours, the buildings must be quiet.

Scope of Quiet and Courtesy Hours

Quiet Hours and Courtesy hours extend to the immediate area surrounding each residence hall including but not limited to: front entrances/stoops, walkways between buildings, the Dominican basketball court, and the Athletic Field.

STORING FOOD

The storing of food in residence hall rooms is not encouraged. All food stored must be in airtight containers to prevent insects and small animals from entering the residence hall. Any violation will result in a fine and disciplinary action. No bottles or food may be stored on windowsills or outside ledges.

WINDOW AREAS

Do not leave anything on window sills that could fall and injure anyone passing below. The projection of objects from residence windows leads to disciplinary action. Do not drill or nail anything into the window casement. Air conditioners are not permitted in the residence halls. Any violations will result in a fine and disciplinary action.

Screens

Window screens are not to be removed from the windows at any time for any reason. Students who remove their screens will be fined. Lost or damaged screens will result in damage charges as outlined in this Handbook.

ALBERTUS MAGNUS COLLEGE CONDUCT SYSTEM

The tradition of honor guides every aspect of college life at Albertus Magnus College. Each member of the College community is expected to assume personal responsibility for complying with federal, state and local laws as well as all rules and policies of the College. For acts of misconduct, members of the community, including student organizations, are subject to the Albertus Magnus College Conduct System, through which the Student Body, the

Faculty, and the Administration jointly share responsibility for implementing rules of conduct and promoting cooperative campus living.¹

PUNISHABLE MISCONDUCT

Students are admitted to the College with the understanding that they will abide by the College's basic principles and rules of behavior. Violation of any policy or regulation promulgated by the College in a manual, handbook, bulletin, catalog, residential life contract, or other form, may result in appropriate penalties, including suspension or expulsion from the College.

Academic Misconduct: For rules and standards applicable to academic misconduct, see "Academics."

Non-Academic Misconduct:

Students and student organizations may be subject to the College Conduct System for any of the following acts of misconduct:

1. Any act of violence, or aiding, abetting, encouraging, or participating in behavior that threatens bodily harm, on College property or in the course of a College activity.
2. Violation of any College policy or Connecticut State law regarding alcoholic beverages, including underage drinking.
 - a. Intoxication in no way relieves an individual from full responsibility for the consequences of his/her actions.
 - b. A violation of college rules combined with violation of the alcohol policy may result in increased severity of disciplinary sanctions.
 - c. The parents of underage offenders will be notified of alcohol-related offenses and the sanctions imposed.
 - d. Alcohol and drug rules, including those that govern substance-free housing, apply to Albertus Magnus College students who visit from other halls, and all other guests, in the areas where the rules and policies apply.
 - e. "Drinking games" are forbidden in residence halls and other campus buildings regardless of the age of participants.
 - f. Any apparatus designed for the rapid consumption of alcohol (i.e. beer "bongs", funnels, "Beirut" tables, "Beer Pong" tables, ice luges, shot glasses etc.) are expressly forbidden, and will be subject to confiscation and disciplinary sanctions. Please note this is not an exhaustive list.
3. Bias-related misconduct, including abuse, harassment or oppression of any person or group based upon race, color, sex, age, national or ethnic origin, religion, disability or sexual orientation.

¹ Albertus Magnus College expressly reserves the right, in the College's sole discretion, to act separately and independent of the College Conduct System in circumstances involving issues of safety to self or others, disabilities, and/or unlawful conduct, and in matters determined to be in conflict with the mission of the College.

4. Hazing – meaning any action that recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission or membership in a student organization. Prohibited actions include requiring indecent exposure of the body, requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact, confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas, any assault upon the person, or requiring the ingestion of any substance or any other physical activity that could adversely affect the health or safety of the individual. Hazing is a crime in violation of Connecticut General Statute 53-23a as well as a violation of College policy.

5. Commission of any act on College premises or at a College-sponsored or supervised activity that is a violation of federal, state or local law, or conduct unbecoming a member of the Albertus Magnus College Community.

6. Complicity – meaning involvement with and responsibility for the misconduct of others. Students who are present during misconduct should intervene and stop the rule violation if it is safe and feasible to do so. If a student cannot do this, however, the student must LEAVE the area where the violation is taking place and contact College staff (an R.A., Security, AHD, or Residential Life). STUDENTS WHO DO NOT LEAVE THE AREA WHERE THE VIOLATION IS TAKING PLACE WILL BE CONSIDERED COMPLICIT IN THE VIOLATION AND THEREFORE SUBJECT TO PENALTIES FOR IT.

7. Any misuse of computer systems, including:

- a. Any unauthorized use of College computer facilities or computer system time.
- b. Any unauthorized attempt to modify College computer equipment or peripherals or to modify software components, such as operating systems, compilers, utility routines, etc.
- c. Any unauthorized use of another individual's identification or password, or use of an account, either College funded or externally funded, for a purpose other than for which funds have been authorized.
- d. Any unauthorized reading or use of private files, including the College's administrative or academic files, or unauthorized changing or deleting files of any other user.
- e. Any use of College computer facilities to violate property rights or copyrights.
- f. Any use of College computer facilities to send abusive, offensive or obscene messages.
- g. Any use of College computer facilities to interfere with the work of another student, faculty or staff member or College official, or in the commission or attempted commission of a crime.
- h. Any use of College computer facilities to knowingly introduce or attempt to introduce a computer virus or otherwise to interfere with normal operation of the College computing system.
- i. Any illegal downloading of files (music, video, software, etc.).
- j. Any posting or publication on social networking web sites, blogs or the like that violate College policies and regulations.

8. Damage or destruction or theft of College property or property belonging to others on the College

campus.

- a. Failure to report accidental damage of College property or property belonging to others on the College campus.
- b. Possession of property stolen from the College or from others.

9. Possession, use or sale of drugs or drug paraphernalia.

- a. Possession, use, storage or sale of marijuana, LSD, barbiturates, inhalants, amphetamines, and/or other dangerous, illicit or illegal drugs not prescribed for a student's personal use by a licensed physician.
- b. Possession, use, storage or sale of drug paraphernalia.

10. Failure to respond to a reasonable request or order issued by a College official in the scope of his/her duties, or failure to produce student identification when requested by a College official or security personnel.

11. Falsely reporting a fire, bomb or other emergency through the use of telephone, pull stations, smoke detectors, e-mail or other means.

12. Any physical, spoken or written action taken with intent to harass, annoy or alarm another person, including physical contact and communications by telephone, telegraph, mail, facsimile, e-mail or computer network, in a manner likely to cause annoyance or alarm.

13. Any unauthorized entry into or presence in College classrooms, laboratories, offices, buildings, residence halls or other areas of College property.

14. Disrupting or interfering with teaching, classes, research or other educational services of the College, or any other College function.

15. Any theft, alteration, mutilation or concealment of library material.

16. Disrupting or interfering with others' enjoyment of the living environment of the College through excessive noise, general disorderliness, unreasonable disturbance, infringement on the rights of others, recklessness or any conduct that could be interpreted as lewd or indecent.

17. Occupying or obstructing access to any College building or any portion of College facilities, inciting or participating in unauthorized activities resulting in destruction or damage to property, hampering or preventing any College function, limiting freedom of anyone to go about in a lawful manner, or attempting to compel or prevent any activity related to the College.

18. Misappropriation or misuse of College property or services, or attempt to do so, by using such property or services in a manner inconsistent with their designated purpose.

19. Possession or use of a weapon or any other dangerous article or substance on College property with the potential to injure, threaten or alarm any person or cause damage to property or the community.

20. Providing false information to any College official in the scope of his/her duties, or to any College office or agency, or making a false statement in any College disciplinary proceeding.

21. Refusing to vacate a building, street, sidewalk, driveway, or other facility of the College when directed to do so by an authorized employee of the College having reason to order the areas to be vacated (for example, during a fire alarm, utilities problem, disturbance, security concern, etc.).

22. Rioting, or aiding abetting, conspiring, encouraging, or participating in a riot.

23. Fire Safety violations.

a. Unauthorized ignition of a fire in any College facility or anywhere on College property.

b. Tampering with, disturbing or rendering useless any form of fire safety equipment, including smoke detectors, fire alarm systems, hoses, fire extinguishers, sprinklers, exit signs and emergency lighting.

c. Creating a fire hazard or possessing hazardous materials in a College facility.

d. Blocking fire exits or the path or egress from a College building.

24. Sexual harassment – meaning unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature.

25. Misconduct of visitors: A student host is responsible for ensuring that the student's guest complies with the College's rules and regulations. The student may be brought up on charges and disciplined based upon any misconduct by the guest.

26. Possession or use of firearms, ammunition, explosives or any dangerous weapon on College premises.

27. Misconduct committed off College property that relates to the safety, security or property of persons and/or of the College and/or the College community, the integrity of the educational process, the good name of the College, or the general welfare of the College.

ROLE OF VICE PRESIDENT FOR STUDENT SERVICES AND VICE PRESIDENT FOR ACADEMIC AFFAIRS IN CONDUCT SYSTEM

Imposition of Discipline:

The Vice President for Student Services, the Vice President for Academic Affairs or their designated representatives may, in their discretion, determine and impose any appropriate disciplinary sanction under the College Conduct System upon students. These members of the Administration also take disciplinary action when a meeting of the College Conduct Board cannot be convened because of vacation periods, summer session, and final examination periods or for other reasons. When such discipline is imposed in the first instance by the Administration, the affected student may appeal such discipline to the College Conduct Board.

In some cases, the accused student voluntarily accepts responsibility and waives the right to a hearing by the College Conduct Board. In such cases the Vice President for Student Services, the Vice President for Academic Affairs or their designated representatives determine and impose any appropriate disciplinary sanctions, from which there is no right of appeal.

In cases where the Vice President for Student Services, the Vice President for Academic Affairs or their designated representatives do not exercise discretion to determine and impose disciplinary sanctions in the first instance, the College Conduct Board meets, considers the case, and determines and imposes any appropriate disciplinary sanction under the College Conduct System.

Resolution of Complaints without Formal Discipline:

The effectiveness of the Conduct System begins with individual members and a process that attempts to facilitate the settlement of conflicts at the lowest appropriate level of the Conduct System. When one member makes a complaint against another member, the complainant and the respondent each has a right to have the matter heard

by the College Conduct Board. Before such a hearing, however, the Vice President for Student Services, the Vice President for Academic Affairs or their designated representatives will make themselves available to facilitate one or more meetings between the complainant and respondent to attempt to resolve the conflict between them. An effort is made to choose a resource person who is appropriate for the matter given the nature of the alleged offense.

In situations where a person fails to abide by implicit or express College policies, efforts should be made to resolve the offense by developing a satisfactory resolution between conflicting parties. Such resolutions should be reported to the Vice President for Academic Affairs in the case of academic offenses and to the Vice President for Student Services in the case of non-academic violations, with a copy to the offending party. In the case of academic offenses, the resolution must be approved and reported by a faculty member. In the case of non-academic offenses, the resolution must be approved and reported by relevant administrative and/or student services personnel. If the offending party has been involved in three academic violations during his/her term as a student at Albertus Magnus College, and none of them has been heard by the College Conduct Board, the resolution of the third offense shall be rendered void, and there must be a meeting between the offender and the College Conduct Board concerning it.

COLLEGE CONDUCT PROCESS

The College Conduct System is thus arranged in ascending levels as follows:

Faculty and Administration

College Conduct Board

STUDENT LIFE ADMINISTRATIVE MEETING

When the Office of Student Life receives an incident report, a meeting request is sent to the student (s) involved in the incident in order to gather as much information and details regarding the alleged violations. The student(s) has 5 business days to respond to this request. Once the Director of Community Standards meets with all individuals involved, a determination will be made if there were any violations of the College Code of Conduct. Should the student(s) be found responsible of violating the Code of Conduct, sanctions and fines commensurate with the violations will be levied. Students will then receive findings and sanctions of the administrative meeting within 5 business days.

FAILURE TO RESPOND

The student(s) must respond to the request either in person, writing or by phone within three days of receiving the request from the Office of Student Life. If a student fails to meet with the Office of Student Life and Community Standards, a determination of responsibility will be made in their absence. By failing to respond to the Office of Student Life and Community Standards, the student(s) waives their right to appeal.

ADMINISTRATIVE HEARING APPEALS

After the Office of Student Life and Community Standards has made a determination in regard to an incident, the student(s) has a right to appeal the decision by submitting a request through the Vice President for Student Services. **The appeal is not intended to re-hear or re-argue the same case, and is limited to the specific grounds outlined below.** Each student shall be limited to one appeal. The request must be made by submitting the Appeal Request Form to the Vice President for Student Services within 5 business days after the date on which notice of the decision is sent to the student.

A student may request an appeal based on the following criteria:

1. The existence of relevant new evidence not available at the time of conduct meeting, which could have affected the decision of the hearing body

2. The sanctions are grossly disproportionate to the violation
3. The occurrence of a substantive violation, mistake or error during the conduct meeting that could have significantly altered the outcome of the decision.

Non –attendance by the accused student are not grounds for an appeal. Dissatisfaction with a decision is not grounds for appeal.

Appeals Process

If an appeal is granted, the Vice President for Student Services will review all information regarding the incident, including all information used to determine the original findings. They may request to meet with the students involved as well as the Director of Community Standards to ask any questions or clarifications. The Vice President for Student Services may affirm, reduce, increase or remove the decisions and or sanctions made by the Office of Student Life and Community Standards.

Students must abide by all sanctions until the outcome of the appeal.

If the Student(s) is dissatisfied by the outcome of the appeal from the Vice President for Student Services, they may respectfully request that College Conduct Board be convened. In cases appealed to the College Conduct Board from a decision or sanction determined by the Vice President for Student Services or the Vice President for Academic Affairs, the penalty may be affirmed, reduced, removed or increased. A written request for the appeal must be submitted to the Vice President for Student Services within five (5) College business days of when the decision that is being appealed was given. The Vice President for Student Services will convene the College Conduct Board on the students' behalf and notify the student(s).

COLLEGE CONDUCT BOARD MEMBERSHIP

The College Conduct Board shall be composed of two regular members of the administration appointed by the President of the College or by his/her designee, two faculty members appointed by the Chair of the Faculty Assembly, and two students appointed by the Student Government Association. There shall also be one administrator appointed as an alternate by the President of the College or designee, one faculty member appointed as an alternate by the Chair of the Faculty Assembly, and one student appointed as an alternate by the Student Government Association. The student Conduct Board appointee may not be elected to serve as Chair of the College Conduct Board.

Both regular and alternate appointments are ordinarily made in September. Administrative and student appointments are made for a one-year term. Faculty appointments are made for a two year term. Those appointed to the College Conduct Board should possess qualities of integrity, wisdom, judiciousness, equanimity and confidentiality.

JURISDICTION

Original:

The College Conduct Board shall have original jurisdiction over violations of the regulations of the College.

Appellate:

The College Conduct Board shall hear and decide appeals from decisions made and sanctions imposed by the Vice President for Student Services or the Vice President for Academic Affairs or their designees.

PROCEDURES

Meetings:

The College Conduct Board will convene on an "as needed" basis. The Vice President for Student Services or his/her designee will serve as Chair for non-academic offenses. The Vice President for Academic Affairs or his/her designee will serve as Chair for academic offenses.

When the College Conduct Board is convened for an appeal on a decision or sanction made by the Vice President for Student Services or the Vice President for Academic Affairs, an ad hoc Chair shall be selected from the membership of the Conduct Board.

The Chair of the College Conduct Board is responsible for compiling the summaries of the meetings, transmitting reports to the Registrar's Office, and posting the decisions in the appropriate venues.

FILING OF COMPLAINT AND APPEALS:

Any member of the College community, or the College itself, may file a complaint with the College Conduct Board alleging a violation of a College rule, policy or regulation. Upon receiving a formal complaint, the Chair of the College Conduct Board will, within ten (10) College business days, notify the complainant and the respondent in writing. The Chair of the Conduct Board will be the Vice President for Student Services or his/her designee in cases pertaining to non-academic matters, the Vice President for Academic Affairs or his/her designee in cases pertaining to academic matters, or the President of the College in cases pertaining to the administrative staff and the faculty. The respondent must sign the accusation upon its presentation as acknowledgment of its receipt. Both the respondent and the Chair will retain a copy of the complaint.

Any member of the College community who is aggrieved by a disciplinary decision or sanction of the Vice President for Student Services or the Vice President for Academic Affairs may file an appeal with the College Conduct Board by filing it with the College Registrar within five (5) College business days from when the decision or sanction appealed from was given. In the case of an appeal of a decision or sanction by the Vice President for Student Services or the Vice President for Academic Affairs, the ad hoc Chair will, within ten (10) College business days, notify the appellant and the administrator whose decision has been appealed, in writing. The administrator will sign the appeal upon its presentation as acknowledgment of its receipt. Both the administrator and the Chair will retain a copy of the appeal.

Complaints:

The Chair of the College Conduct Board or his/her designee shall meet in private conference with the complainant and the respondent individually to review the background of the complaint and determine if the matter can be settled by administrative disposition without College Conduct Board procedures being initiated.

If the matter is to be handled by the College Conduct Board, the Chair should schedule a meeting as early as reasonably possible.

To insure confidentiality for all involved and to guarantee a fair and unbiased procedure, the matter should not be discussed by the parties or by the members of the Conduct Board outside the meeting. Both the complainant and the respondent may, however, consult with and address concerns to the Chair of the Conduct Board.

Once the matter is referred to the College Conduct Board, the Chair shall inform the complainant and the respondent of the meeting procedures. The Chair shall inform the parties of their right to be accompanied by a legal advisor or any member of the College community. The legal advisor or the member of the college community may consult with and advise the complainant or respondent, but shall not address the Conduct Board, raise objections or otherwise participate in the meeting.

COLLEGE CONDUCT BOARD MEETINGS ON COMPLAINTS:

In order for a meeting to take place, all members of the College Conduct Board or their respective alternates must be present. In the event that the Chair of the Board is unable to attend a meeting, another member of the Board shall assume the duties of the Chair and the Chair's alternate will serve in the place of the substitute Chair.

- College Conduct Board meetings are closed to spectators.
- The Chair of the Board invites the complainant and the respondent respectively to present their information, with or without witnesses.
- Following the individual presentations, the College Conduct Board members may pose questions for clarification purposes.
- The Chair invites closing statements from both the complainant and the respondent.
- The College Conduct Board convenes for discussion without the presence of the complainant or the respondent.
- The Chair votes only in the event of a tie vote.
- Matters are decided by a majority vote.
- The College Conduct Board makes recommendations and sets sanctions.

Specific minutes of all meetings are to be filed by the Chair. Files shall be kept in the Registrar's Office. General summaries of the matters heard by the Conduct Board involving a student in non-academic matters are filed with the Vice President for Student Services, with the Vice President for Academic Affairs in cases involving faculty and/or academic matters, and with the President of the College in matters involving the faculty or administrative staff.

SANCTIONS AND PENALTIES

Sanctions may be imposed by an administrator or by the College Conduct Board upon students or student organizations found responsible for violating the College's policies and/or regulations. The sanctions listed below are the ones generally employed, but they serve only as guidelines and do not limit the administrator or the Conduct Board from imposing other sanctions as they deem appropriate. When imposing sanctions, an administrator or the Conduct Board may take into consideration the presence or absence of prior violations of similar or different types. Repeat violations generally result in the imposition of harsher sanctions. Within the sound discretion of the administrator or the Conduct Board, sanctions may be imposed in any combination and in any order.

The administrator or the Conduct Board generally imposes these sanctions:

- A. **No action.**
- B. **Admonition:** An oral statement to the offender.
- C. **Warning:** Written notice to the offender that continuation or repetition of the conduct found to be in
 - a. violation of College policies and/or regulations may be the cause for more severe disciplinary action.
- D. **Censure:** Written reprimand for violation of the specific policy and/or regulation and required
 - a. maintenance of exemplary conduct for a specific period of time. Censure includes the possibility of
 - b. more severe disciplinary sanctions in the event that the offending party is found responsible for the
 - c. violation of ANY College policy and/or regulation within a period of time stated in the letter of
 - d. reprimand.
- E. **Restitution:** Reimbursement for damages to property or for the misappropriation of property. Reimbursement may take the form of appropriate service, repair or financial compensation.
- F. **Monetary fine** or commutation of a monetary fine to performance of services: Amount of money assigned to be paid on account of the violation of the College policy and/or regulation. Fines may be commuted to services as determined by the administrator or the Conduct Board.
- G. **Probation:** May include exclusion from participation in specified activities of the College including athletics, as well as the requirement that the student maintain exemplary conduct for a specific period of time as set forth in the notice of probation. Probation is designed to serve as a serious warning that further violations of the College's policies and/or regulations will result in more serious sanctions.

The length of probation will be determined by the administrator or by the Conduct Board. If, during a student's period of probation, no further violations occur, then the student is returned to good standing.

Probation may contain no restrictions or it may contain one or more restrictions. Restrictions during probation may include but are not limited to the following:

- a. That the student may not hold a student leadership position or office within a student organization.
 - b. That the student may not participate in the intercollegiate sport program.
 - c. That the student may not participate in certain activities as determined by the board or by the administrator.
 - d. That the student may not use certain facilities and may be banned from being present in certain locations as determined by the board or by the administrator.
 - e. That the student lose priority in or be eliminated from the housing selection process. (Housing Selection).
- H. **Suspension:** Exclusion from living in the residence halls, attending classes and/or other activities of the College, including athletics, for a definite period of time as set forth in the notice of suspension. The notice will specify whether the suspension applies only to housing or also to other College resources and activities. Suspension from housing is defined as involuntary removal from housing for a specific period of time (usually not less than ten academic days). Expulsion from housing is an involuntary permanent removal from housing. When suspended or expelled from College housing, a student will not receive any financial refund of room charges that were pre-paid to the College. Students suspended or expelled from College housing are also banned from all residential areas. A suspended student will be subject to arrest for trespass if he or she enters any part of a banned area without special, written authorization from the College.
- I. **Required Withdrawal:** Termination of student status with the privilege of applying for re-admission. Conditions for re-admission may be stated in the notice of required withdrawal.
- J. **Expulsion:** Permanent termination of residential and/or student status. Suspension and expulsion are the only disciplinary sanctions that become part of a student's permanent academic record. Whereas suspension from the College is an involuntary removal from the College for a specific period of time, after which the student is eligible to return with the approval of the Vice President for Student Services or the Vice President for Academic Affairs, expulsion (non-academic dismissal) is permanent involuntary separation of the student from the College.

INTERIM SUSPENSION FROM HOUSING OR THE COLLEGE

The Vice President for Student Services and his/her designees can impose a temporary suspension from housing or from the College pending an administrative determination of discipline or a College Conduct Board hearing, including any appeal. The Vice President for Student Services will base this decision on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the College campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any person, College property or any College function. A decision to impose a temporary suspension from housing or from the College will be communicated to the student in writing and will become effective immediately. Notice will be hand-delivered or sent by certified mail and e-mail. Failure or refusal to take receipt of such notice will not negate or postpone such action.

OTHER ACTIONS AND PENALTIES

Other actions that an administrator or the Conduct Board may take with respect to students accused of violating the conduct code include, but are not limited to:

- a. Required assessment and counseling, such as for anger management, substance abuse, and similar issues.

b. College Service.

c. Limitation or Ineligibility for Housing Selection: In every instance the Vice President for Student Services has the right, within the Vice President's discretion, to limit or revoke any and all privileges regarding residency on campus or participation in Housing Selection.

d. No Contact Orders. A "No Contact Order" is a directive that mandates the student is not to contact you in any way, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person's behalf. It warns the student that any contact could be considered a violation of the Code of Student Conduct and that the violation could be grounds for further action under the Code of Student Conduct.

e. Privileges to use College resources may be suspended. For example, a student's privileges to use the computer area or computer system may be suspended, especially if the misconduct interfered with the proper functioning of the system, impinged on another user's rights, or involved an illegal act using any part of the College's computer systems and networks.

CONTEMPT

Contempt (Sanctions): Students or organizations that do not fulfill the terms and conditions of sanctions imposed by administrative disposition or the Conduct Board may be found in contempt. An additional sanction, deemed appropriate by the Vice President for Student Services (or designee) or the Vice President for Academic Affairs (or designee) will be imposed. Students or organizations in contempt for this reason do not have a right to a further Conduct Board hearing. Thus such contempt sanctions cannot be appealed.

Contempt (Inappropriate Conduct): A person exhibiting contemptuous or disruptive behavior during a disciplinary meeting, either with a single administrator or with the Conduct Board, may be held in contempt, expelled from the meeting, or both. A contempt finding and the imposition of an appropriate penalty shall be made by the Chair of the College Conduct Board upon conferring with the members of the Conduct Board in private. During such conference the proceedings shall be recessed or suspended. In the discretion of the Chair, an individual who exhibited contemptuous behavior may be banned from the meeting when it resumes. The chair of the College Conduct Board at that hearing shall certify in writing the facts constituting the contempt action and the sanctions imposed. In the case of contemptuous conduct during an Administrative Disposition, the administrator will make the determination regarding the finding of contempt and the sanctions imposed.

CONSTITUTION OF THE ALBERTUS MAGNUS

COOPERATIVE COUNCIL

The administration, faculty, and students of Albertus Magnus College hereby establish the ALBERTUS MAGNUS COOPERATIVE COUNCIL, with the authority and organization set out below.

ARTICLE I: ORGANIZATION

A. The Council shall be composed of equal numbers of representatives to be designated by the administration, faculty and students in the following manner:

1. Administration representatives shall be designed by the President of the College or his/her representative from among the administrative officers and staff, or, at the discretion of the President, from the faculty or other parts of the College community.
 2. Faculty representatives shall be designated by the faculty from among the members of the faculty.
 3. Student representatives shall be designated by the Student Government Association in accordance with its constitution and bylaws.
 4. A representative shall serve for a term of 12 months, unless a shorter term is prescribed by the group that designated him/her for membership or s/he is recalled by his/her group pursuant to procedures prescribed by it prior to his/her term of office.
 5. Vacancies in the membership arising from resignation, recall, withdrawal from the College community, death or other cause shall be filled by the administration, faculty, or student body, as the case may be, in the same manner as an original appointment.
- A. The Council shall consist of 9 members: 3 each to be named by administration, faculty, and student body, which includes the alternates. In the event of an increase, the additional members shall be named, in equal numbers, by administration, faculty, and student body, subjected to the rules set out in Section A of the Article. Any such increases may be rescinded by a two-thirds vote of the entire membership of the Council, but the number shall not be decreased to less than 9 members, which includes alternates.
 - B. The officers of the Council shall be a Chair and a Vice-Chair and, in the discretion of the Council, such other officers as it may deem desirable. Officers may be selected by the Council from within its membership (in which event the officer shall retain their power to vote) or from other parts of the College community (in which the officers shall have no power to vote).
 - C. Meetings of the council shall be held as needed or meetings shall be held (with at least 48 hour notice) when called by the Chair or by the written request of one-third of the membership submitted to the Chair.
 - D. If a member is unable to attend a meeting of the Council, the group by which s/he was designated (administration, faculty, or student body, as the case may be) may designate a substitute with power to vote in place of the absent member. The substitute may be any person designated by the President from the College community.
 - E. The Council may adopt such by-laws as it may deem desirable for the conduct of its meetings and discharge of its responsibilities.

ARTICLE II: AUTHORITY AND JURISDICTION

The Council's authority should be legislative, consultative, and judicial as follows:

A. The Council shall have the power to legislate by establishing student social regulations in the following areas: 1. guests; 2. alcohol; 3. drugs. Areas may be changed on the basis of recommendations made by a simple majority of the Council, subject to the approval of the President.

B. The Council shall have the power to consult (on its own initiative, or upon request by the administration, faculty, or student body) with respect to all other matters affecting the College Community, and to make recommendations thereon to the group (administration, faculty or student body) having primary responsibility for action thereon.

C. The Cooperative Council Judicial Board is composed of 6 permanent members: two students appointed by the Student Government Association; two members of the faculty appointed by the Chair of the Faculty Assembly; two representatives of the administrative staff, and one alternate from each group.

The Judicial Board shall have original jurisdiction over areas designated by the Council. The Judicial Board shall have referral and appellate jurisdiction in all cases with power to affirm, reduce, or increase the penalty ordered by the Vice President for Student Services. The Council shall have the power to establish standards of fairness and procedural due process.

ARTICLE III: AMENDMENTS

This constitution may be amended by a two-thirds vote of the entire membership of the Council at any meeting, provided that written notice of the proposed amendment shall have been given to all members in the call of the prior meeting, and provided further that no amendment altering the tripartite equality of the representation of the administration, faculty, and students, or altering the authority of the Council or terminating the Council shall be effective unless ratified by the administration, the faculty, and by the student body, each acting separately (and in the case of the faculty and student body, by a two-thirds vote at a meeting specially called for this purpose).

The tradition of honor guides every aspect of college life at Albertus Magnus College. This tradition requires that each member of the College community assume personal responsibility for upholding the policies of the College. To facilitate this and to appropriately address infractions by any member of the College community, the College, through the authority of the Cooperative Council, has established the Albertus Magnus College Conduct System. The Student Body, the Faculty, and the Administration share joint responsibility for implementing the college conduct system and for promoting cooperative campus living.

In a spirit of honor and integrity, any person cognizant of failure to abide by a College policy should take appropriate action as outlined in this conduct system. As a guiding principle, every effort should be made to resolve the case to the mutual agreement of the parties concerned. Whenever possible, claims should be settled at the level at which the offense occurs.

STUDENT CONDUCT RECORDS

The Office of Community Standards and Student Life maintains all student conduct files (paper and electronic formats) for matters involving code of conduct violations. Files are maintained separate from academic transcripts, but are considered educational records subject to the federal Family Educational Rights and Privacy Act (FERPA) and University policy. As such, Student Conduct may disclose information related to student conduct records to Albertus Magnus College officials with legitimate educational interests. All student conduct files are maintained as required by law and/or university policy (generally seven years).

A student wishing to view his or her conduct file should contact the Director of Community Standards to schedule an appointment. Federal law requires that the requested file be reviewed and information on any other student be redacted. The requesting student will be permitted to view his or her prepared file, but will not be allowed to copy, take pictures, or otherwise record the documents.

With appropriate permission from the student, code of conduct violations resulting in sanctions of **Disciplinary Suspension** or **Permanent Separation** will be reported externally or outside the University (such as transfer applications, graduate schools, employers, or licensing agencies) for five years from the date of the incident.

With appropriate permission by the student, code of conduct violations resulting in sanctions of **Suspension in Abeyance** or **Disciplinary Probation** will be reported externally during the probationary period. Following the probationary period, code of conduct violations will not be reported externally unless required by law.

Code of conduct violations resulting in sanctions of **Official Warning**, **Academic Censure** or **Reprimand** will not be reported to external third parties unless required by law.

Charges of code of conduct violations or assigned sanctions that remain unresolved at the time a student leaves or withdraws from the College may be kept indefinitely and reported externally. Once resolved, these records are kept and maintained according to the policies stated above.

Any response to a request for student disciplinary records will include a statement explaining the College's policy regarding retention and reporting of disciplinary records.

APPENDIX A

ALMA MATER

Alma Mater, Alma Mater,
Thee in song our voices praise.
Marshall of our faith and courage,
Comrade of our carefree days,
Guardian of our endless questing,
Teacher whom we learned to bless,
Alma Mater, Alma Mater,
Mother of our Happiness.

Alma Mater, Alma Mater,
College of our youth,
Standard of our life, Albertus,
Fearless, endless Truth.

Alma Mater, Alma Mater,
Magic is your ageless power.
Constantly your fostering spirit
Moves beside us every hour.
When the present is an echo
In the hearts that from you came,
Songs of youth and friendship's embers

Will rekindle at your name.

Alma Mater, Alma Mater,
College of our youth,
Standard of our life, Albertus
Fearless, endless Truth.

APPENDIX B

EMERGENCY PROCEDURES FOR RESIDENTIAL STUDENTS

In The Case Of an Emergency:

The Vice President for Student Services, Director of Community Standards, Residential Life Coordinator, Residential Hall Director, and Assistant Hall Directors (AHD) are to be notified immediately in the event of an emergency. If other College officials must be contacted the Director of Community Standards or Vice President for Student Services will make the necessary calls. S/he can be contacted in the following manner:

Weekdays 8:30 am to 4:30 p.m. Vice President for Student Services: 203-773-8542\8550

2. Weeknights and Weekends through Assistant Hall Directors: cell # 203-675-5407

3. The following situations are considered emergencies:

- a. FIRE ALARM
- b. BOMB SCARE
- c. PHYSICAL ASSAULT
- d. MEDICAL EMERGENCIES
- e. ATTEMPTS TO COMMIT SUICIDE
- f. IF THERE IS ANY QUESTION IN YOUR MIND, CALL FOR ASSISTANCE.

Important Telephone Numbers:

Emergency Only - Police, Fire, and Ambulance: 911

Assistant Hall Director: Cell Number 203-675-5407

Security: cell phone 203-507-5204 office 203-773-8509

Vice President for Student Services: 203-773-8542

Director of Community Standards: 203-773-8577

Residential Life Coordinator: 203-773-4477

Residential Hall Director: 203-773-8584

Associate Dean of Campus Activities: 203-773-8541

Director of Physical Plant: 203-773-8506

APPENDIX C

FERPA (Family Educational Rights and Privacy Act)

The purpose of the Family Educational Rights and Privacy Act of 1974m as amended (FERPA) is to afford certain rights to students concerning their education records. The primary rights afforded are the right of the student to inspect and review their education records, to request amendments to their records, and to have some control over the disclosure of personally identifiable information from their records. Student will be notified of their FERPA rights annually.

Under the Family Educational Rights and Privacy Act (FERPA), Albertus Magnus College students are afforded certain rights when it comes to educational records. The information below outlines these rights:

Disclosure of personally identifiable information Educational records are not accessible to a parent or guardian without a student's written consent, unless the parent/guardian provides a certified copy of the most recent Federal income tax return that shows the student is a dependent. However, if the College believes it is in the student's best interest, information from the education record may be released to a parent/guardian in cases such as:

- When a student's health or safety is in jeopardy
- When a student engages in alcohol- or drug-related behavior that violates College policies
- When a student has been placed on academic probation
- When a student has voluntarily withdrawn from the College or has been required by the College to withdraw
- When a student's academic good standing or promotion is at issue
- When a student has been placed on a Behavior Contract or stronger restriction
- When a student engages in behavior calling into question the appropriateness of the student's continued enrollment in the College

A student has the right to consent to disclose personally identifiable information contained within his/her educational record, except where FERPA authorizes disclosure without consent. Information may be released:

- To the student
- To the parents of a dependent student
- To a College official
- To a party seeking directory information
- To a party receiving the information pursuant to a judicial order or lawfully issued subpoena

Regarding student disciplinary proceedings as expressly permitted by FERPA, including but not limited to notification to an alleged victim of any crime of violence of the results of any College disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

- To parties otherwise authorized to receive the information pursuant to FERPA
- If a student wishes the information to be released to a third party, he/she would file a "Student Information Release Authorization" with the appropriate office.

Type of Record	Location
Academic, Placement, Directory Information	Office of the Registrar

(Official University Transcripts, other document records containing admission documents and basic student data, notices of transfer credit and previous college transcripts, etc.)	
Academic Progress/Grades (Correspondence regarding academic progress, grades and status)	Office of Academic Affairs
Discipline (Files concerning extracurricular and non-academic correspondence along with confidential disciplinary files)	Office of Student Life/Office of the Vice President for Student Services
Financial Records (Maintaining financial aid files)	Business Office/Financial Aid Office
Medical Records (Medical Records that are submitted to the College are held for 7 years from when a student graduates or leaves the College)	Health Center

Access to Educational Records

If a student wishes to inspect and review his/her educational records, he/she should make a request in writing to the custodial office of the specific record he/she wishes to review. See the table above for the correct custodial office for a specific record. If a student does not know to which custodial office to make the request, he/she may contact the Registrar. The custodial office must respond to the written request within 45 days. When a record contains information about more than one student, the requesting student may inspect and review only the portion of the record which relates to him/her. The College reserves the right to charge the student for copying, copying time, and postage should such services be requested.

The College may refuse access to the following records:

- Financial statement of the student's parent(s)
- Letters and statements of recommendation for which the student has waived his/her right of access or which were placed in file prior to January 1, 1975
- Records connected with an application to attend Albertus Magnus College or a component unit of Albertus Magnus College if that application was denied
- Those records which are excluded from the FERPA definition of education records

Amendment of Education Records

If a student believes that his/her education record is inaccurate or misleading, he/she may make a request in writing to the appropriate custodial office, identifying which records he/she wishes to have amended and providing supporting

documentation as to why he/she desires the amendment. Albertus Magnus College may comply with the request to amend or it may decide not to comply.

If it decides not to comply, the Registrar will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights. Upon request by the student for a hearing, the Registrar will arrange for a hearing and notify the student of the date, place, and time of the hearing. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the education record. The student may be assisted by one or more individuals, including an attorney.

Filing a Complaint

If a student feels that the College has failed to comply with FERPA requirements, he/she has the right to file a complaint with the U.S. Department of Education's office that administers FERPA at:

Family Policy Compliance office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Directory Information/Privacy Blocks

Albertus Magnus College designates "directory information" as: student ID number, first name, last name, class, major, AMC email address, and AMC mailing address. For varsity athletes, "directory information" also includes: height, weight, hometown, and home state. If a student does not wish to have his/her directory information released, he/she must complete within two weeks of the beginning of the academic term a nondisclosure form available in the Registrar's Office in Aquinas Hall. Once a student completes and submits this form, his/her directory information will be withheld for life, even after he/she is no longer a student, unless he/she rescinds the request.

- If a student blocks directory information, it may still be inspected by those College officials authorized by FERPA to inspect education records without consent.
- Blocking directory information does not allow a student to be anonymous within the classroom.
- If a student blocks his/her directory information, it cannot be released to friends, family, prospective employers, the news media, student activities and honor societies.
- Some reasons for considering a privacy block on directory information may include harassment, or the advice of a legal or medical professional.
- If a student would like to keep "directory information" private, but release information so it can be published in commencement programs and honor lists, he/she must contact the Registrar's Office in Aquinas Hall.

College Officials with Legitimate Educational Interests

A student's education records may be disclosed, without consent, to College officials with legitimate educational interests. These include, but are not limited to other than as limited by FERPA policy, people employed by the College in administrative, supervisory, academic, research, or support staff roles (including Campus Security and Health Center Staff); people contracted by the College as an agent for the College to perform particular services (such as an attorney, auditor or collection agent); people serving on the Board of Trustees; students serving on official committees or assisting other school officials in performing tasks, or volunteers or other non-employees with legitimate educational interests. A legitimate educational interest is present if the College official needs to review an education record in order to fulfill professional responsibilities.

Reports of Academic Progress, Status and Disciplinary Action to Parents

It is College policy to send academic progress and status reports directly to students. If parents or guardians wish to receive correspondence about academic progress, status and disciplinary actions (usually grade reports, letters relating to dean's list, probation), requests can be made to the Office of the Registrar by:

- The student who completes the Parental release Form in the Office of the Registrar requesting reports be sent to parents or legal guardians;
- Parents or guardians who make a written request to the Office of the Registrar indicating that the student is a dependent and providing evidence that the parents or guardians declared the student as a dependent on their most recent Federal Income Tax form.

Release of confidential information to parents and disclosure of directory information to others are separate issues. The student may allow one and deny the other. For example, student may release confidential information to parents and at the same time prevent disclosure of directory information to others. Parental release forms are available in the Office of the Registrar in Aquinas Hall. When access is granted to one parent the College must grant equal access to the other parent upon request, unless presented with a court order or other legally binding document that states otherwise. Students may terminate their release of information to parents by providing written notice to the College Registrar.

Record Maintenance

Student educational records are defined under FERPA as "records directly related to a student and maintained by the institution or by a party acting for the institution". This includes any information or data recorded in any medium, including handwriting, print, tapes, film, microform, and any other form of electronic data storage.

Student educational records are maintained in a number of College offices, such as the Office of the Registrar, Office of Academic Affairs, Office of the Vice President for Student Services, the College Health Center, Departmental Offices, Office of Financial Aid, Business Office, Office of Career Services and the Division of Professional and Graduate Studies. Students are invited to consult with the Registrar about other offices that may maintain student educational records.

Procedures governing the maintenance and ultimate disposition of student educational records different from one area to another.

Inspection and Review of Educational Records

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), affords students the right to inspect and review their educational records within 45 days of the date a College receives a request for access.

1. All students who are or have been in attendance at Albertus Magnus College shall have the right to inspect and review their educational records, subject to the limitations provided under applicable regulations of FERPA. Students should submit to the Registrar, Vice President for Academic Affairs, Vice President for Student Services, or other appropriate official, written request that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. Under FERPA, certain records are not part of the student's educational record, such as:
 - a. Notes about students by individual staff or faculty members which are retained in the sole possession of the maker of the record and not accessible or revealed to any other person
 - b. Records maintained by the College Health Clinic which are used only for treatment of a student and made available only to those persons providing treatment
 - c. Employment records of individuals whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
 - d. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student
3. Under FERPA, the College is not required to permit students to inspect and review:
 - a. Financial information submitted by parents
 - b. Confidential letters and statements of recommendations concerning which the student has waived his or her rights to inspect and review.
4. In cases where a student is not within commuting distance of campus, and is therefore physically unable to be present to view the record on campus, the student may request a copy of the records for a fee (contact the appropriate office for fees). To obtain copies of transcripts and source documents such as test scores from other institutions, students must contact the originator of those records. The College does not copy transcripts of other schools for student use. For students who have unpaid financial obligations to the College, alternative arrangements may be made at the student's expense to view his or her records. For this service, students need to send a written request addressed to the College Registrar.

Student Consent to Disclose Educational Records

The Family Educational Rights and Privacy Act affords students the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff person (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest of the official needs to review an educational record in order to fulfill his or her professional responsibility.

As provided by FERPA, the College may also disclose education records or components thereof without written consent of students to designated persons and agencies including but not limited to:

- Authorized representatives of certain federal, state and local agencies in connection with certain state or federally supported education programs;
- Officials of other institutions in which a student seeks or intends to enroll, in which case a reasonable attempt will be made to inform the student of disclosure;
- Persons or organizations providing financial aid to students or determining financial aid decisions;
- State and local officials to whom disclosure is required by State statute adopted prior to November 19, 1974;
- Organizations conducting certain studies for, or on behalf of, educational agencies or institutions;
- Accrediting organizations carrying out their accrediting functions;
- Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1986, Section 152;
- Persons in compliance with a judicial order, lawfully issued subpoena, or IRS Summons in which case a reasonable attempt will be made to inform the student of the disclosure except when required by law or court order;
- Persons in an emergency, if the knowledge of information is necessary to protect the health or safety of students or other persons;
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense (as defined in 34 CFR Part 990, the final results of the disciplinary proceeding conducted by the institution with respect to the alleged crime or offense;
- Interested individuals, subject to the requirement of 34 CFR Part 99, the name, violation committed, and sanction imposed by the institution against a student who has committed a violation of the institution's rules or policies in connection with the alleged perpetration of a crime of violence or a non-forcible sex offense;
- Parents regarding the student's violation of any federal, state or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance, if the institution has determined that the student has committed a disciplinary violation with respect to the use or possession, and the student is under the age of 21 at the time of the disclosure to the parent.

APPENDIX D

Title IX Sex-Based Misconduct & Intimate Partner Violence

Type or category of Policy:	College
Authored By:	Dr. Matthew Lavery, Assistant Dean for Student Affairs & Title IX Coordinator
Responsible Office:	Student Affairs & Title IX
Contact:	Dr. Matthew Lavery, Title IX Coordinator, (203) 672-1056, mlavery@albertus.edu
Date Submitted:	1/10/24
Revised Date:	1/10/25

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TITLE IX SEX-BASED MISCONDUCT AND INTIMATE PARTNER VIOLENCE POLICY

III. STATEMENT OF BASIS AND PURPOSE

Albertus Magnus College is committed to promoting a learning and working environment where sex-based misconduct (such as sexual harassment and sexual assault), intimate partner violence (such as dating violence, domestic violence and stalking) and other Prohibited Conduct as defined below, is not tolerated. This policy prohibits Prohibited Conduct in all College programs and activities and other circumstances described below. Conduct prohibited by this policy also may violate laws enforced through the public criminal justice system. Individuals may decide to utilize both this policy and the public criminal justice system simultaneously, or to utilize either this policy or the criminal justice system, to address covered conduct. Albertus Magnus College proceedings that involve alleged violations of this policy will be conducted through a process that is prompt, equitable, fair, impartial, and provides adequate notice and a meaningful opportunity to be heard, as outlined below and in accordance with applicable law.

This policy applies to conduct involving students, employees, or third parties (e.g., contractors, alumni, visitors) that: (a) occurs on College property, (b) takes place in any College-sponsored program or activity such as travel, research, or internship programs or (c) when such conduct may have a continuing adverse effect or could create a hostile environment on campus even though the student conduct occurs off College property.

Our commitment is rooted in the Dominican tradition along with the Dominican Sisters of Peace, which affirms the unique worth of each person and shares a commitment to building a world that is more just, peaceful, and humane. The dignity of the individual should never be violated in any way, and the College community views, with seriousness, violations of this policy against any person.

This policy shall apply regardless of race, color, religion, creed, ethnicity, national origin, gender, age, sexual orientation, gender identity or expression, familial status, veteran status, disability, predisposing genetic characteristics, domestic violence victim status, or other characteristics as protected and defined by federal or state law. Acts of discrimination and harassment, which are offenses directed against persons because of their identification with one of these categories, are prohibited under Albertus Magnus College's Discrimination and Harassment Policy. Where conduct is covered by both this Title IX Sex-Based Misconduct Policy and the Discrimination and Harassment Policy, the College will use the procedures set forth in this policy to resolve the allegation(s).

Accordingly, Albertus Magnus College is committed to:

- Defining conduct that constitutes Prohibited Conduct.
- Providing clear reporting options for all members of our campus community and visitors.
- Promptly responding to and investigating allegations of Prohibited Conduct, including taking steps to eliminate a hostile environment if one has been created, prevent the recurrence of future incidents of Prohibited Conduct, and to restore or preserve a Complainant's equal access to the College's education programs or activities. The College's response may include pursuing disciplinary action when appropriate, referring the incident to local authorities when appropriate, and acting to investigate and address any substantiated reports of retaliation.
- Providing ongoing assistance and support to members of our campus community who file complaints of Prohibited Conduct.
- Providing awareness and prevention information on Prohibited Conduct, including disseminating our policies and implementing training and educational programs for all College constituents.

II. TITLE IX AND THE TITLE IX COORDINATOR RESPONSIBILITIES

A. Albertus Magnus College has designated and authorized its Title IX Coordinator as the College employee who has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and related regulations issued by the U.S. Department of Education in May 2020, 34 C.F.R., Part 106 ("May 2020 Title IX regulations") to implement Title IX, which prohibit sex-based misconduct in all of the College's programs and activities, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX or the May 2020 Title IX regulations.

B. The Title IX Coordinator oversees the College's response to reports and complaints that involve possible Prohibited Conduct, to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the College can address issues that affect the wider College community.

C. An individual should contact the Title IX Coordinator in order to:

- Seek information or training about rights and courses of action available to resolve reports or complaints that involve potential violations of this policy.
- Make a report that involves potential violations of this policy.
- Get information about available resources (including confidential resources) and support services relating to Prohibited Conduct.

- Ask questions about the College’s policies and procedures regarding Prohibited Conduct.

D. The Title IX Coordinator at Albertus Magnus College is:

Dr. Matthew Lavery,
Hubert Campus Center, Office 102C in the Student Life Suite
Albertus Magnus College
700 Prospect Street
New Haven, CT 06511
(203) 672-1056
mlavery@albertus.edu

E. The following individual serve as Deputy Title IX:

Ms. Valeria Araujo
Hubert Campus Center, Office 102G in the Student Life Suite
Albertus Magnus College
700 Prospect Street
New Haven, CT 06511
(203) 773-8577
varaujo@albertus.edu

III. TERMINOLOGY

A. Definition of Consent:

“Consent” refers to words or actions that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the sexual conduct at issue. A person who is Incapacitated is not capable of giving Consent.

Understanding Consent

Consent for purposes of this policy is:

- Informed (knowing)
- Voluntary (freely given)
- Active (not passive), meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity.

Connecticut law specifies that individuals under the age of 16 are incapable of giving consent.

Consent cannot be obtained by Force. Force includes the use of (a) physical violence, (b) threats, (c) intimidation, and/or (d) coercion.

- e) Physical violence means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.
- f) Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.
- g) Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit). Previous occurrences of threats or physical violence may also constitute intimidation.
- h) Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes clear a decision not to participate in a particular form of sexual contact or sexual intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the University will consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

Consent cannot be gained by taking advantage of or causing the incapacitation of another.

Consent can be given by words or actions, as long as those words or actions create clear permission regarding the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definitions vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Consent will be determined with the following principles in mind:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated (see definition below).
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

- When consent is withdrawn or can no longer be given, sexual activity must stop.

B. Definition of Incapacitation / Incapacitated:

Incapacitation is defined as a state in which someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).”

“Incapacitated” refers to the state where a person does not appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition or disability, or due to a state of unconsciousness or sleep.

Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking or using drugs. The impact of alcohol and other drugs varies from person to person.

One is not expected to be a medical expert in assessing incapacitation. One must look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. Although every individual may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady walking or standing, vomiting, unusual behavior, or unconsciousness. A person who is incapacitated may not be able to understand some or all of the following questions: “Do you know where you are?” “Do you know how you got here?” “Do you know what is happening?” “Do you know who is with you?”

One should be cautious before engaging in Sexual Contact or Sexual Intercourse when either party has been drinking alcohol or using other drugs. The introduction of alcohol or other drugs may create ambiguity for either party as to whether Consent has been sought or given. If one has doubt about either party’s level of intoxication, the safe thing to do is to forego all sexual activity.

Having sex with someone whom the Respondent knew, or should have known to be, incapacitated (mentally or physically) is a violation of this policy. In evaluating Consent in cases of incapacitation, the College asks the following two questions: (1) Did the Respondent know that the Complainant was incapacitated? and if not, (2) Would a reasonable person in a similar set of circumstances as the Respondent have known that the Complainant was incapacitated? If the answer to either of these questions is “yes,” there was no Consent; and the conduct is likely a violation of this policy.

A person may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition.

C. Definition of Sexual Activity:

“Sexual Activity” shall have the same meaning as “sexual act” and “sexual contact” as defined below:

5. contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight;
6. contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
7. the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person; or
8. the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

“Sexual contact” means the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

“Sexual activity” also includes sexual acts and sexual contact as described in the definitions of Title IX Sex-based Misconduct and Non-Title IX Sex Based Misconduct below.

D. Definition of Complainant:

“Complainant” shall mean a student or employee who has experienced the sex-based misconduct. In some instances, the College may proceed with an investigation and resolution process without a named Complainant (see Section X).

E. Definitions of Respondent:

“Respondent” is a person that has been alleged of a violation who is a member of the Albertus Magnus community (student or employee). A “Respondent” is not considered responsible for the alleged actions until a finding of responsible is determined.

F. Definition of Witness:

A “witness” is defined as an individual who has knowledge of facts that may be relevant to the resolution of an allegation.

G. Definition of Advisor

An advisor is a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process and to advise the party on that process.

IV. DEFINITIONS AND BEHAVIORAL EXAMPLES OF PROHIBITED CONDUCT (TITLE IX SEX-BASED HARASSMENT AND NON-TITLE IX SEX BASED MISCONDUCT)

This policy prohibits the following forms of misconduct, collectively referred to throughout the policy as “Prohibited Conduct”. Due to certain requirements in the May 2020 Title IX regulations and the College’s desire to define and address Prohibited Conduct consistently with its institutional values and practices, the definitions of Prohibited Conduct set forth below are grouped into two general categories, as follows:

Title IX Sex-Based Misconduct (i.e., Quid Pro Quo Sexual Harassment, Severe,

Pervasive and Objectively Offensive Sexual Harassment, Sexual Assault, and Domestic Violence, Dating Violence and sex-based Stalking that fall within the scope of Title IX)

- and –

Non-Title IX Sex-Based Misconduct (i.e., Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking that fall outside the scope of Title IX, Sexual Exploitation, Sexual Coercion, and Retaliation, as defined below).

Specifically, Title IX Sex-Based Misconduct and Non-Title IX Sex Based Misconduct are defined as follows for purposes of this Policy:

Title IX Sex-based Misconduct

“Title IX Sex-based Misconduct” is a subset of Prohibited Conduct. Under the May 2020 Title IX regulations, the College is required to prohibit certain forms of sex-based misconduct as defined in those regulations. Title IX Sex-based Misconduct is Prohibited Conduct of the following types committed by or against students and/or employees in an education program or activity of the College, in the United States. Further, in order for the College to consider a Formal Complaint of such misconduct as falling within its Title IX Sex-based Misconduct policy and procedures, the Complainant must be participating in or attempting to participate in an Albertus Magnus College program or activity at the time the complaint is filed.

Conduct takes place within the College’s “programs and activities” when that conduct occurs: (1) in a location, at an event, or in a circumstance where the College exercises substantial control over both the Respondent and the context in which the conduct occurs; or (2) in any building owned or controlled by a student organization recognized by the College. Conduct that occurs off campus in locations or at

events with no connection to the College is unlikely to have occurred in a program or activity of the College.

A complaint about conduct that does not meet this strict definition for Title IX Sex-based Misconduct is still prohibited by this policy if it otherwise constitutes Prohibited Conduct within the definition of Non-Title IX Sex-Based Misconduct as defined below.

The following Prohibited Conduct definitions apply for purposes of the definition of Title IX Sex-based Misconduct:

Title IX Quid Pro Quo Sexual Harassment

Quid pro quo sexual harassment for purposes of the Title IX Sex-based Misconduct definition is conduct on the basis of sex committed in an education program or activity of the College in the United States by which an employee of the College conditions the provision of an aid, benefit, or service of the College on a student's or employee's participation in unwelcome sexual conduct.

Title IX Severe, Pervasive and Objectively Offensive Sexual Harassment

Severe, pervasive and objectively offensive sexual harassment for purposes of the Title IX Sex-Based Misconduct definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student or employee equal access to the College education program or activity.

Title IX Sexual Assault

As required by the May 2020 Title IX regulations, the College's definition of Title IX Sexual Assault incorporates the definitions of the FBI's Uniform Crime Reporting (NIBRS) program, and is defined as follows:

- **Rape:**
 - The carnal knowledge of a person (i.e., penile-vaginal penetration), without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (it should be noted that any individual, regardless of gender identity, could be a Complainant under this definition);
 - Oral or anal sexual intercourse (i.e., penile penetration) with another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

- To use an object or instrument (e.g., an inanimate object or body part other than a penis) to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- Both instances of attempted and/or completed rape will be considered the same.
- **Fondling:**
 - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity (for purposes of this definition, “private body parts” includes breasts, buttocks, or genitals, whether clothed or unclothed).
- **Incest:**
 - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape:**
 - Sexual intercourse with a person who is under the statutory age of consent.

Sexual assault can be committed by any person against any other person, regardless of gender, gender identity, sexual orientation, or past or current relationship status. Sexual assault may occur with or without physical resistance or violence.

Any incident falling within this definition is a violation of College policy and is prohibited.

Title IX Dating Violence

Title IX Dating Violence for purposes of the Title IX Sex-Based Misconduct definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

(C) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(D) Dating Violence does not include acts covered under the definition of domestic violence.

Any incident falling within this definition is a violation of College policy and is prohibited.

Title IX Domestic Violence

Title IX Domestic Violence for purposes of the Title IX Sex-Based Misconduct definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes a felony or misdemeanor crime of violence committed—

(F) By a current or former spouse or intimate partner of the victim;

(G) By a person with whom the victim shares a child in common;

(H) By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;

(I) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

(J) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Any incident falling within this definition is a violation of College policy and is prohibited.

Title IX Stalking

Title IX stalking for purposes of the Title IX Sex-Based Misconduct definition is conduct on the basis of sex committed in an education program or activity of the College in the United States that constitutes engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

For purposes of this definition—

- (D) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker 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.
- (E) Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
- (F) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Examples of stalking behaviors or activities include, but are not limited to the following, if they occur in the context of stalking as defined above (i.e., the behaviors or activities would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress):

- (14) Nonconsensual communication, including face-to-face communication, telephone calls, voice messages, emails, text messages, written letters, gifts, or any other communications that are unwelcome;
- (15) Use of online, electronic or digital technologies, such as posting pictures or text in chat rooms or on websites, sending unwanted or unsolicited e-mail or talk requests, posting private or public messages on Internet sites, social networks, and/or school bulletin boards, installing spyware on a person's computer, or using Global Positioning Systems (GPS) or similar technology to monitor a person;
- (16) Pursuing, following, waiting for, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person;
- (17) Surveillance or other types of observation, including staring and voyeurism;
- (18) Trespassing;
- (19) Vandalism;
- (20) Non-consensual touching;
- (21) Direct verbal or physical threats against a person or a person's family member, pet or personal property;
- (22) Gathering information about a person from friends, family, or co-workers;
- (23) Accessing private information through unauthorized means;

(24) Threats to harm self or others;

(25) Defamation and/or lying to others about the person;

(26) Using a third party or parties to accomplish any of the above.

Behaviors or activities that fall within this definition are violations of the College policy and are prohibited.

Non-Title IX Sex-Based Misconduct

Non-Title IX Sex-Based Misconduct is Prohibited Conduct that falls within the scope of this policy and the definitions below but that does not fall within the definition of Title IX Sex-Based Misconduct, either due to the nature of the conduct or because it did not reportedly occur within a program or activity of the College in the United States. Behavior that falls within the definition of Non-Title IX Sex Based Misconduct violates College policy and is prohibited. Such conduct is defined for purposes of this policy as:

Non-Title IX Sex-Based Misconduct

Non-Title IX Sex-Based Misconduct is any unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and or other verbal, nonverbal, or physical conduct of a sexual nature, that does not fall within the definition of Title IX Sex-Based Misconduct stated above. Non-Title IX Sex-Based Misconduct occurs when any of the following conditions are present:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of a college program or activity; or,
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, e.g. it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both the subjective perspective of the person who experiences such conduct and objective standard of a reasonable person's perception of such conduct.

A single isolated incident of sexual misconduct may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to establish the existence of a hostile environment, particularly if the harassment is physical. Conduct which is pervasive or persistent, even if not severe, may also create a hostile environment.

Sex-Based Misconduct may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, sex or gender, and/or sex or gender stereotyping, even if those acts do not involve conduct of a sexual nature.

Sex-Based Misconduct:

- May be blatant and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated;
- May or may not include intent to harm, be directed at a specific target, or involve repeated incidents;
- May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context;
- May be committed by a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship;
- May be committed by or against an individual or group;
- May occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation;
- May occur in the classroom, in the workplace, in athletic facilities, in residential settings, or in any other setting;
- May be a one-time event or part of a pattern of behavior;
- May be committed in the presence of others, when the parties are alone, or through the use of technology;
- May affect the Complainant and/or third parties who witness or observe harassment and are affected by it.

Examples of misconduct that may constitute sex-based misconduct as defined above may include a severe, persistent, or pervasive pattern of unwelcome conduct that includes one or more of the following:

- Physical conduct that does not meet the Title IX Sex -Based Misconduct definition and that involves:
 - Unwelcome touching, sexual/physical assault, impeding, restraining, or blocking movements;
 - Unwanted sexual advances.
- Verbal conduct:
 - Making or using derogatory comments, epithets, slurs, or humor;
 - Intentionally using incorrect pronouns or an incorrect name when a person has clearly stated their preferred name and pronouns;
 - Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and/or
 - Objectively offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes.
- Visual conduct:
 - Leering, making sexual gestures, displaying of suggestive or demeaning objects or pictures, cartoon or posters in a public space or forum;
 - Severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading images. This example should not be understood to constrain academic freedom in teaching, research, or creative activity, or to limit intellectual and or expressive rights;
 - Letters, notes, or electronic communications containing comments, words, or images described above.
- Quid Pro Quo Sexual Harassment that does not meet the definition of Title IX Sex-Based Misconduct stated above:
 - Direct propositions of a sexual nature between those for whom a power imbalance, supervisory, or other authority relationship exists;
 - Offering educational or employment benefits in exchange for sexual favors;

- Making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation, including subtle pressure for sexual activity, an element of which may be repeated requests for private meetings with no academic or work purpose; and/or
- Making or threatening reprisals after a negative response to sexual advances.

Non-Title IX Sexual Assault

Sexual Assault (i.e., rape, fondling, incest or statutory rape) as defined in the Title IX Sex Based Misconduct Sexual Assault definition above that did not reportedly occur in a program or activity of the College in the United States, and attempts to commit such misconduct.

Non-Title IX Domestic Violence

Domestic Violence as defined in the Title IX Domestic Misconduct definition above that did not reportedly occur in a program or activity of the College in the United States.

Non-Title IX Intimate Partner Violence

Intimate Partner Violence as defined in the Title IX Sex Based Dating Misconduct definition above that did not reportedly occur in a program or activity of the College in the United States.

Non-Title IX Stalking

Stalking as defined in the Title IX Sex-Based Misconduct definition above that did not reportedly occur in a program or activity of the College in the United States, or that otherwise fits within the definition of stalking but does not fall within the Title IX Sex-Based Misconduct definition because the reported conduct is not directed at the Complainant on the basis of sex.

Non-Title IX Sexual Exploitation

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g., permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.

Non-Title IX Sexual Coercion

Acts constituting sexual coercion are acts that do not fall within the definitions of Title IX Sex Based Misconduct or Non-Title IX Sex Based Misconduct stated above and that involve using force, threats, alcohol or drugs, and/or using physical, emotional, or verbal pressure to have sexual contact with someone against their will, or where a person is incapable of giving consent for reasons including, but not limited to, the Complainant's age, the Complainant's incapacitation due to drugs or alcohol, or the Complainant's inability to give consent due to intellectual or other disability. Sexual contact includes kissing, patting, fondling, oral sex, genital touching, and any other sexual behavior that makes the Complainant feel uncomfortable.

Retaliation

Retaliation means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX or the May 2020 Title IX regulations or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing regarding Prohibited Conduct (including both Title IX Sex Based Misconduct and Non-Title IX Sex Based Misconduct). Retaliation is strictly prohibited.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sex based misconduct, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sex based misconduct, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, constitute retaliation, as do any adverse action taken against a person because they have made a good faith report of Prohibited Conduct or participated in any proceeding under this Policy.

Retaliation may include intimidation, threats, coercion, harassment, or adverse employment or educational actions that would discourage a reasonable person from engaging in activity protected under this policy. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance process under this policy does not constitute prohibited retaliation, provided, however, that a determination regarding responsibility is not alone sufficient to establish that any party made a materially false statement in bad faith.

The College will not engage in, and will investigate and address, reports of retaliatory conduct. Retaliation under this policy may be found whether or not the underlying complaint is ultimately found to have merit.

V. DEFINITION OF EMPLOYEE CONSENSUAL RELATIONSHIPS

Albertus Magnus College does not intrude upon private choices regarding personal relationships when these relationships do not violate the policies of the College, cause harm to the safety and wellbeing of members of the campus community, or increase the risk of harm to the safety and wellbeing of members of the campus community.

Should an employee be found in violation of the consensual relationship policy and charges of sex-based misconduct are made, it shall not be a defense to allege that the relationship was consensual in any proceeding brought under these procedures.

A. With other employees:

Consensual romantic or sexual relationships in which one employee retains a supervisory line or evaluative role over another employee are unethical, create a risk for real or perceived coercion, and are expressly a violation of this policy. Therefore, persons with a supervisory line and/or evaluative responsibilities who are involved in such relationships must bring those relationships to the attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory and/or evaluative responsibilities.

B. With students:

Unique relationships exist between students and certain employees of the College, such as faculty members, administrators, and staff who serve in such roles as educator, counselor, evaluator, advisor, or who exercise other types of control over students. Given the possibility that abuse of this relationship or the appearance of

abuse may occur, the College views it as unacceptable if faculty members or other instructional personnel, administrators, or staff members engage in amorous relationships with students enrolled in their classes or subject to their supervision, control, or authority, even when both parties appear to have consented to the relationship.

VI. IMMEDIATE ASSISTANCE IN CASES OF PROHIBITED MISCONDUCT

Students, faculty, staff, administrators, and visitors at Albertus Magnus College who experience any form of sex-based misconduct on or off-campus (including Albertus Magnus-sponsored trips and events) are strongly encouraged to immediately report the incident by contacting Albertus Magnus College's Department of Public Safety (203-773- 8509), which is available 24 hours a day, 7 days a week, and/or local law enforcement, by calling 911. An initial choice to use one of these avenues does not preclude a later or simultaneous decision to use one or more of the others. Campus public safety officers can also assist the Complainant with filing a complaint both on and off campus, and in obtaining immediate medical attention, counseling, and other services.

VII. OBTAINING IMMEDIATE MEDICAL ATTENTION AND EMOTIONAL SUPPORT

Albertus Magnus College is committed to assisting anyone who experiences Prohibited Misconduct to seek comprehensive medical attention as soon as possible to treat injuries, obtain preventative treatment for sexually transmitted diseases, and preserve evidence, among other things. For sexual assaults in particular, immediate treatment and the preservation of evidence of the assault are important for many reasons, including facilitating a criminal investigation, in the event the Complainant decides to pursue one. In addition, individuals who have experienced or witnessed Prohibited Conduct are encouraged to seek emotional support as soon as possible, either on or off-campus.

- C. On-campus resources include nurses at Albertus Magnus's Health Services and counselors in Albertus Magnus's Counseling Center. Counselors are trained to provide crisis intervention.
- D. For off-campus resources, Albertus Magnus maintains a list of providers, including rape crisis centers and domestic violence shelters. This list includes information about WFC Sexual Assault Crisis Services which is specially equipped to handle sexual misconduct and trained to gather evidence from such assaults. The SANE program at local hospitals provides medical exams to victims/survivors of sexual assault. As part of this program, an advocate is available to assist and support victims/survivors through the process. Community Resources can be found in Appendix A.

VIII. REPORTING, CONFIDENTIALITY, PRIVACY AND CHOICE OF ACTIONS IN RESPONSE TO PROHIBITED MISCONDUCT

Any individual may make a report to College officials and/or law enforcement officials that they have experienced, observed, or have information about Prohibited Conduct.

C. Options in General:

Complainants have many options that can be pursued simultaneously, including the following:

- Confidentially disclose a crime or violation to the Counseling Center or Health Services. Confidential resources can share options and advice without any obligation to tell anyone, and will not share information without the consent of the Complainant.
- Anonymously disclose a crime or violation to the Public Safety anonymous tip line on the Live Safe App. The College may have a duty to investigate anonymous disclosures to the extent possible, based on the information disclosed.
- Make a report to a College Official/Responsible Employee/Law Enforcement.

Complainants have the right of privacy when reporting to College officials responsible employees, to the extent possible under the circumstances. However, information must be shared with other administrators who have a need to know. Reports to College officials, responsible employees and law enforcement officers serving in such capacity are known as private but not confidential, as described further below.

- o Public Safety (Private, Not Confidential)
- o Local Law Enforcement (Private, Not Confidential)
- o Connecticut State Police (Private, Not Confidential)
- o Title IX Coordinator (Private, Not Confidential)
- o Deputy Title IX (Private, Not Confidential)

- Reports to the College’s Title IX Coordinator and/or Deputy Title IX Coordinator may be made by any individual 24 hours per day/7 days per week via contact information provided above, and to College Public Safety 24 hours per day/7 days per week at 203-773-8509.
- Individuals with a disability may request accommodations to ensure their full and equal participation in reporting incidents of Prohibited Conduct, as well as the investigatory and adjudicatory process under this policy. Requests for accommodations in connection with the reporting, investigatory and/or adjudicatory process are determined on an individual basis by the Title IX Coordinator or designee, in consultation with the College’s ADA/Section 504 Coordinator as appropriate.

Reports of Prohibited Conduct should be filed with the Title IX Coordinator or designee, Public Safety, or Deputy Coordinator as soon as possible after the incident(s) occurred or in a timely manner. While Complainants are welcome to file a report or complaint at any time, Complainants are encouraged to come forward as soon as possible because a delay in reporting or making a complaint may impact the effectiveness of the investigation. Delays in reporting may impair the College’s ability to investigate due to, but not limited to, fading memories and the availability of witnesses and evidence.

If the accused is an employee of the College, Complainants may also disclose a report to the College’s Director for Human Resources or designee, and Complainants may request that a private or confidential employee resource assist them in doing so.

D. Confidentiality and Confidential Resources:

May 2020 Title IX regulations contemplate that certain information will generally be treated confidentially, except as qualified by statements in those regulations. For example, the regulations provide that colleges must maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the supportive measures. The regulations also provide that institutions must keep confidential the identity of any individual who has made a report or complaint of sex based misconduct, including any individual who has made a report or filed a formal complaint of sex based misconduct, any Complainant, any individual who has been reported to be the perpetrator of sex based misconduct, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing, or judicial proceeding arising under those regulations.

In accordance with the May 2020 Title IX regulations, the College will not access, consider, disclose, or otherwise use a party's privileged records or require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Confidentiality may be offered by an individual who is not required by law to report known incidents of sex-based misconduct or other crimes to College officials in a manner consistent with state and federal law, including but not limited to 20 U.S.C. 1092 (F) and 20 U.S.C. 1681 (A). Licensed mental health counselors and medical providers are examples of College employees who may offer confidentiality.

Confidential Resources are encouraged to submit non-identifying information about violations of this policy to Public Safety for the purposes of anonymous statistical reporting under the Clery Act.

Any member of the College community who is not prepared to make a report or who may be unsure how to characterize the incident that occurred, but who still seeks information and support, is encouraged to contact a Confidential Resource.

At Albertus Magnus College, the following is the list of Confidential Resources:

- Counseling Center: 203-773-8149
- Health Services: 203-773-8938

These are the only Albertus Magnus College employees who can offer legally protected confidentiality. These individuals are not required to report any information about an incident to the Title IX Coordinator or designee without a Complainant's permission. While professional counselors will maintain an individual's confidentiality vis-à-vis the College, they may have reporting or other obligations under Connecticut law, e.g., mandatory reporting to law enforcement in case of minors, imminent harm to self, or others. An individual who speaks to a professional in these specific roles must understand that, if the individual wants to maintain confidentiality, the College will be unable to conduct an investigation into particular incidents or pursue disciplinary action against the alleged Respondent.

Confidential resources may assist individuals in receiving other necessary protection and support, such as survivor advocacy, academic support or accommodations, disability, health and mental health services, changes in residence halls, working and course schedules and other Supportive Measures, in coordination with the Vice President for Student Affairs and Dean of Students Office.

Individuals who initially request confidentiality may later decide to file a complaint with the College and/or report the incident to New Haven or State Police, and thus have the incident investigated. These counselors will provide the individual with assistance in contacting the Title IX Coordinator or designee if the individual wishes to do so.

C. Privacy/Non-Confidential:

Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law, but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate College officials.

Even College offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator or designee to investigate and/or seek a resolution.

If a Complainant or other individual discloses an incident of Prohibited Conduct to a responsible employee but the Complainant wishes to maintain confidentiality or does not consent to the College's request to initiate an investigation, the Title IX Coordinator or designee must weigh the request against the College's obligation to provide a safe, non-discriminatory environment for all members of its community. As noted in the Supportive Measures section below, the College shall assist with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of reporting choices.

D. Duty to Report by Responsible Employees:

"Responsible Employees" have a duty to report incidents of Prohibited Conduct, including all relevant details, to the Title IX Coordinator or designee. A "responsible employee" is an Albertus Magnus College employee who has the authority to redress Prohibited Conduct or who has the duty to report incidents of Prohibited Conduct. Such employees will be discreet and will respect a Complainant's wish for privacy as described in this policy, but they are not permitted under any circumstances to maintain a Complainant's complete confidentiality.

With the exception of those serving in their role as a confidential resource, Albertus Magnus has designated all full-time and part-time faculty, administrators, staff, coaches, and community assistants as responsible employees. Any responsible employee with a duty to report violations of this policy who receives a complaint of Prohibited Conduct or who observes or learns of conduct that is reasonably believed to be in violation of this

policy, is required to report the alleged conduct to the Title IX Coordinator or designee and/or Public Safety who will take appropriate action to address the report.

A responsible employee must report to the Title IX Coordinator or designee and/or Public Safety all relevant details about the alleged Prohibited Conduct shared by the Complainant or other individual and that the College will need to determine what happened, including the names of the Complainant and alleged Respondent, any witnesses and any additional relevant information, including the date, time, and specific location of the alleged incident.

Managers and supervisory personnel are required to report to the Title IX Coordinator any instance or allegation of prohibited conduct involving any employee that is disclosed to, observed by, or otherwise known to that employee whether or not the employee is a potential Complainant or Respondent and whether or not the employee has any formal connection to the manager or supervisor.

E. Law Enforcement:

Some or all of the Prohibited Conduct described above is prohibited, in separate ways, by Connecticut State Law and Albertus Magnus College policy. Thus, offenders may be prosecuted under Connecticut State criminal statutes and also be subject to disciplinary action by the College.

The College may choose to pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to prosecute. The College will assist Complainants in contacting law enforcement and/or other appropriate authorities for the purpose of obtaining orders of protection or other similar relief available through the court system, and will, to the extent that it is able, facilitate the implementation of any on-campus or College program-related restrictions imposed by such orders.

Albertus Magnus College will investigate Prohibited Conduct in accordance with this policy even if a law enforcement investigation is also occurring. Albertus Magnus College's investigative and conduct process will run concurrently with any criminal justice investigation and proceeding except for temporary delays as requested by external law enforcement entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) business days except when law enforcement specifically requests and justifies a longer delay.

F. Anonymous Reporting:

If a Complainant self-identifies but asks to remain anonymous during the investigation, the Title IX Coordinator or designee will consider how to proceed, taking into account the Complainant's wishes, the College's commitment to provide a safe environment, and the Respondent's right to have specific notice of the allegations if the College were to take action that affects the Respondent.

G. Welfare of the Community (Amnesty) Policy:

The health and safety of every student at Albertus Magnus College is of utmost importance. Albertus Magnus College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that Prohibited Conduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Albertus Magnus College strongly encourages students to report Prohibited Conduct to College officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of Prohibited Conduct to College officials or law enforcement will not be subject to disciplinary action under Albertus Magnus' code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the Prohibited Conduct. This policy may also be applied, but not limited to: alcohol or drug related incidents, and situations of vandalism and damage. The policy only applies to the College's Student Code of Conduct and has no status in other jurisdictions such as local or state courts.

H. Exception to Obligation to Investigate:

If an individual discloses information through a public awareness event such as candlelight vigils, protests, or other public event, the College is not obligated to begin an investigation based on such information. The College may use the information provided at such an event to inform efforts for additional education and prevention efforts.

IX. JEANNE CLERY ACT AND TIMELY WARNING

B. Jeanne Clery Act:

In concert with our Catholic and Dominican Mission, Albertus Magnus College strives to create an environment that is respectful of all and conducive to learning and living. Crimes and acts of violence are not tolerated. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act

has been amended multiple times. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as “the Clery Act”) in memory of Jeanne Clery who was slain in her dorm room in 1986. The reauthorization of the Violence Against Women Act (VAWA), signed by President Obama in March 2013, which includes the Campus Sexual Violence Elimination Act (Campus SaVE) amended the Clery Act. All incidents of domestic misconduct, dating misconduct, and stalking must now be reported in addition to reporting incidents of sexual assault. These statistics can be found in the Annual Security and Fire Safety Report. The report includes statistics for the previous three years concerning reported crimes and institutional policies addressing campus security. To obtain a copy of this report contact the Director of Public Safety or visit: https://drive.google.com/file/d/1okBixvRHL42I-as04WTC_cJn8triHGEq/view

B. Timely Warning:

1. In the event a situation arises within the College’s Clery Geography that, in the judgment of the Director of Public Safety or designee (who may consult with the Vice President for Student Affairs & Dean of Students, College Counsel and/or Title IX Coordinator or designee), which may pose a serious or continuing threat to students and employees, a campus-wide “Timely Warning” will be issued. The decision to issue a Timely Warning is made on a case-by-case basis considering the nature of the crime and the continuing danger to the campus community. The warning will be provided to students and employees in a manner that is timely, and that is designed to aid in the prevention of similar occurrences. Timely Warnings will include information about the crime that triggered the Timely Warning but will not include personally identifiable information about the victim of the crime. Timely Warning Notices are generally written and distributed by the Director of Public Safety (or designee) or the Vice President for Student Affairs & Dean of Students’ Office and are sent via email to students, faculty, staff, and administrators. A copy of the notice may also be posted on campus buildings.
3. The Director of Public Safety or their designee may issue a “Public Safety Advisory” where the precipitating incident(s) is/are not Clery Crimes and/or do not rise to the level of a “Timely Warning.” These Public Safety Advisories may be issued to inform the campus community for their personal safety of ongoing non-Clery crimes, suspicious activity on campus, or crimes that do not fall within Albertus Magnus’s Clery Geography. These “Advisories” may be disseminated to the campus community via email and/or postings on campus buildings.

II. INITIAL ASSESSMENT, INITIAL CONTACT WITH COMPLAINANT, SUPPORTIVE MEASURES AND EMERGENCY REMOVAL/ADMINISTRATIVE LEAVE

C. Initial Assessment

Upon receipt of a report of alleged sexual misconduct, the College's Title IX Response Team will conduct an initial assessment within 72 hours. The goal of this assessment is to provide an integrated and coordinated response to reports of Prohibited Conduct. The Title IX Response Team, led by the Title IX Coordinator or designee, assists in the review, investigation, and resolution of reports. The team may include the Title IX Coordinator or designee, Deputy Coordinators, and BIT Team. Depending on the roles of the parties involved in responding to a report, other designees (Vice President of Student Affairs / Dean of Students, College Counsel) may join the team. In all cases, the Title IX Response Team will be limited to a small number of individuals who need to be informed in order to provide an effective and equitable review and timely response to and resolution of reports, while protecting the privacy of parties as fully as possible. Regular members of the Title IX Response Team receive annual training in strategies to protect parties who experience Prohibited Conduct and to promote individual and institutional accountability.

The assessment will consider the nature of the report(s), any witness statements obtained, the safety of the individual and of the campus community, and the Complainant's expressed preference for resolution in determining the appropriate course of action to eliminate the conduct at issue, prevent its recurrence, and address its effects.

The College's procedures for determining whether and how to proceed with the offering of supportive measures and/or the initiation of a formal or informal resolution process are outlined below.

D. Initial Communication with a Complainant

If a report alleges conduct that would, if proved, constitute Prohibited Conduct, the Title IX Coordinator or designee will:

- ❖ promptly contact the Complainant to discuss the availability of supportive measures as defined below;
- ❖ consider the Complainant's wishes with respect to supportive measures;
- ❖ inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- ❖ explain to the Complainant the process for filing a formal complaint.

C. Supportive Measures

If Prohibited Conduct is reported to College authorities, College personnel will work with the reported Complainant to determine whether supportive measures such as alternative academic, transportation, working and/or living situations and no-contact orders are reasonably available and necessary in their particular case. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or a Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter Prohibited Conduct. The Title IX Coordinator or designee will work collaboratively with the Vice President for Student Affairs / Dean of Students, Director of Human Resources, and Vice President for Academic Affairs in providing supportive measures.

Interim measures may include, but are not limited to:

- Access to counseling services and assistance in arranging an initial appointment;
- Rescheduling of exams and assignments;
- Change in class schedule;
- Change in work schedule or job assignment;
- Residential accommodations, including but not limited to arranging for new College housing or for a temporary change in College housing;
- Arranging for medical services;
- Imposition of mutual restrictions on contact between the parties, known as a "no contact order"; a no contact order is an administrative remedy designed to curtail contact and communications between two

or more individuals; no contact orders are not disciplinary in nature, though violation of no contact orders could result in College discipline;

- Providing the Complainant assistance with filing a criminal complaint and seeking an order of protection;
- Assistance in obtaining a sexual assault nurse examination
- Other academic accommodations, such as extensions of deadlines or other course related adjustments, course changes or late drops, or other arrangements as appropriate;
- Campus escort services and safety planning steps;
- Leaves of absence;
- Increased security and monitoring of certain areas of campus;
- Referral to resources which can assist with financial aid, visa, or immigration concerns;
- No trespass notices prohibiting the presence of an individual on College property;
- Other similar measures that can be used to achieve the goals of this policy (e.g., interim suspension or campus restriction pending the outcome of the investigation/process).

The Title IX Coordinator or designee will decide what supportive measures are reasonably available and necessary. Both the Complainant and the Respondent may appeal the need for, and the terms of, a supportive measure. The appeal must be made within three business days of when the measure was issued, and must be in writing to the Title IX Coordinator or designee. If parties wish to revisit the terms of supportive measures that have been provided or request additional supportive measures, they should contact the Title IX Coordinator or designee. The Title IX Coordinator or designee is ultimately responsible for coordinating the effective implementation of supportive measures.

All individuals are encouraged to report to the Title IX Coordinator or designee any concerns about the failure of another person to abide by any restrictions imposed through a supportive measure. In the event of an immediate health or safety concern, individuals should contact 911 immediately. The College will take immediate prompt action to enforce a previously implemented measure, and disciplinary penalties can be imposed for failing to abide by a College-imposed supportive measure.

D. Emergency Removal of Students

When the College determines that there is an immediate threat to the physical health or safety of any student or other individual arising from reported conduct that falls within the definition of Title IX Sex-Based Misconduct in this policy, the College can remove a student Respondent from its education program or activity and issue any necessary related no-trespass and no-contact orders. The College will make the decision to remove a student Respondent from its education program or activity based on an individualized assessment and risk analysis.

If the College makes such a decision, the student Respondent will be provided with notice and an opportunity to challenge the decision immediately following the removal. Specifically, the student Respondent shall have forty-eight hours in which to submit a letter to or appear personally or virtually before a College administrator to be designated by an identified high-level official who won't be on the emergency removal team to contest the emergency removal (though a meeting could be scheduled sooner if requested by the Respondent, if practicable).

E. Administrative Leave for Employees

The College always maintains the discretion to place non-student employee Respondents on paid administrative leave during the pendency of an investigation and resolution process conducted under this policy. In those instances, in which the College determines that an administrative leave will be unpaid and the Respondent will not be given the opportunity to challenge the suspension without pay before it was imposed through some other process. The College may place student-employee Respondents on administrative leave from their employment during the pendency of an investigation and resolution process, where deemed appropriate as a supportive measure, under circumstances where it can do so without unreasonably burdening the student employee Respondent.

G. Initial Determinations of Applicable Procedures, Dismissals, Transfers and Appeals of Such Determinations

When a Complainant requests an investigation, the Title IX Coordinator or designee will promptly upon receipt of a formal complaint:

- 4) determine whether the conduct alleged would, if proved, constitute Title IX Sexual Based Misconduct (i.e., Quid Pro Quo Sexual Harassment, Severe, Pervasive and Objectively Offensive Sexual Harassment, Sexual Assault, or sex-based Domestic Violence, Intimate Partner Violence or Stalking) as defined in the Title IX Sex Based Misconduct definition stated above;
- 5) determine whether the conduct allegedly occurred in College's education program or activity;
- 6) determine whether at the time the formal complaint was made, the Complainant was participating or attempting to participate in a College program or activity.

If a formal complaint of conduct that would, if proved, satisfy all three of these elements and constitute Title IX Sex Based Misconduct as defined in this policy is filed by a Complainant or signed by the Title IX Coordinator or designee, it will be investigated and resolved through the procedures applicable to Title IX Sex Based Misconduct matters as outlined below.

The College will investigate alleged Title IX Sex Based Misconduct when a Complainant submits a signed or electronically-submitted formal complaint to the Title IX Coordinator or designee and requests an investigation. The Title IX Coordinator or designee may also choose at their discretion to sign a formal complaint and initiate an investigation, even if the Complainant chooses not to do so. Again, if a reporting individual discloses Prohibited Conduct to a responsible employee but wishes to maintain confidentiality or does not consent to the College's request to initiate an investigation, the Title IX Coordinator or designee must weigh the request against the institution's obligation to provide a safe, non-discriminatory environment for all members of its community. In cases where the Complainant does not wish to submit a formal complaint but the Title IX Coordinator or designee decides in their discretion to sign a complaint and initiate an investigation and resolution process, the Title IX Coordinator or designee will not be a Complainant or otherwise a party to the matter.

If some but not all of the conduct alleged in the complaint satisfies all three of these elements and a formal complaint is received from a Complainant or signed by the Title IX Coordinator or designee, the College will address the entire matter through the procedures applicable to Title IX Sex Based Misconduct matters as outlined below (that is, it will as required by federal regulations follow Title IX Sex Based Misconduct procedures to address the alleged Title IX Sex Based Misconduct, and it will, to promote efficiency, choose to follow Title IX Sex Based Misconduct procedures to address Non-Title IX Misconduct and other Non-Title IX alleged misconduct in such mixed cases, so that all related misconduct may be addressed through one investigation and resolution process).

If it appears based upon initial review or upon information gathered during an investigation that the matter does not satisfy and/or no longer satisfies all three of these elements, the College will, as required by the May 2020 Title IX regulations, dismiss the matter for purposes of the Title IX Sex Based Misconduct process, and will transfer it for handling under the Non-Title IX Sex Based Prohibited Conduct procedures outlined here or in other College procedures, as deemed appropriate by the College. Investigation and resolution of a matter that does not fall within Title IX may be pursued, dismissed altogether, or transferred to another College process, as deemed appropriate in the College's discretion and/or as appropriate under applicable law.

Should the Title IX Coordinator or designee become aware of Prohibited Conduct, even if the person potentially subject to such conduct has not reported it or is unwilling to pursue a complaint, the College may conduct an investigation, as appropriate and as permitted by applicable law, and take any necessary action. In such cases the Title IX Coordinator or designee will convene the BIT Team. If, after review, the BIT Team unanimously determines that there is not enough evidence to support a complaint, the investigation will be closed. Otherwise, a complaint will be filed by the College as deemed appropriate.

Even if the initial allegations of a matter fall within the definition of Title IX Sex Based Misconduct, the College may (but is not required to) dismiss a formal complaint or any allegations therein if at any time during the investigation or resolution process:

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

If a formal complaint is dismissed by the College under the circumstances described above, the College will simultaneously provide to the parties written notice (by electronic or other means) of the dismissal and the reasons for the dismissal, and notice of the parties' opportunity to appeal such dismissal through the Title IX Sex Based Misconduct appeal procedures outlined below.

If the Respondent is a student and an employee, the Title IX Coordinator or designee will determine which procedures apply based upon the facts and circumstances, such as whether the Respondent's status as a

student or an employee predominates in the context of the Prohibited Conduct. If a student-employee is found to have engaged in Prohibited Conduct, the student- employee may be subject to sanctions both in connection with their employment, and in connection with their student status, as appropriate under these and other applicable procedures.

In Non-Title IX Sex Based Misconduct cases, the College will request that the Complainant provide a written complaint regarding the allegations, which may be submitted by the Complainant or dictated to a College official and ascribed to by the Complainant.

H. Notice

If the College initiates an investigation of Title IX Sex Based Misconduct or Non-Title IX Sex Based Prohibited Conduct it will provide to the parties a written notice (by electronic or other means) that includes:

- Information about the College’s formal and informal resolution processes;
- A statement of the allegations of behavior potentially constituting Prohibited Conduct, including sufficient details known at the time and with sufficient time to prepare a response before any initial post-intake interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Prohibited Conduct, and the date and location of the alleged incident, if known;
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Information regarding the College’s presumption of good faith reporting and a summary of the College’s false information policy;
- Notification that parties may have an advisor of their choice, who may be, but is not required to be, an attorney. Costs incurred for having such an advisor are the parties’ responsibility. If parties are unable to procure an advisor of their choice, Albertus Magnus has trained a number of faculty and staff as advisors. These advisors are available for either party throughout the investigative process and for the purpose of conducting cross examination (under the Title IX regulations) within the hearing process.

- Notification of existing counseling, health and mental health services available on campus and/or in the community;
- Notification that taking any retaliatory action (directly or through others) against any person involved in the investigation is prohibited and will be considered a separate violation of College policy;
- Notification that parties may inspect and review evidence during the investigation and resolution process, as provided below.

If in the course of an investigation the College decides to investigate allegations about any party that are not included in the notice described above, it will provide notice of the additional allegations to the parties whose identities are known.

If at any point a student or employee Respondent chooses, after having received formal notice of the allegations and after having confirmed in writing that they understand and are choosing to waive their rights under the formal procedures provided otherwise in this policy, to accept responsibility for the conduct as described in such notice, then the formal investigation process will be ended with a finding of responsibility and the matter will proceed to the sanctioning phase, as described in the applicable sanctioning section below. Both parties will receive notice that a finding of responsibility has been made in this matter, and will receive notice of the sanction(s). Both the Complainant and the Respondent may appeal the sanction(s) on the ground that the sanction(s) imposed are disproportionate to the violation of policy, under the appeals procedures outlined below.

I. CONSOLIDATION OF FORMAL COMPLAINTS

The College may consolidate formal complaints as to allegations of Title IX Sex Based Misconduct and/or Non-Title IX Sex Based Misconduct 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 such Prohibited Conduct arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

J. INVESTIGATIONS

If an investigation is to be conducted, the Title IX Coordinator or designee will appoint an investigator or investigators (referred to in the singular here for convenience), who will conduct the investigation. Investigators may be College employees or third-party contractors, as determined at the College’s discretion. The College will

provide notice to the parties of the identities of the investigators. If a party believes that an investigator has a bias against or for Complainants or Respondents generally or them particularly as a party, or a conflict of interest, the party may submit a written objection to the Title IX Coordinator or designee within three (3) business days that outlines the basis for their objection to the investigator's service. The Title IX Coordinator or designee will make a decision on such objections, and will appoint any alternate investigator, and follow this process as necessary, until an investigator is selected to conduct the investigation.

To the extent permitted by law, the Complainant and Respondent will be afforded the same rights and opportunities throughout the investigation and adjudication process, including the opportunity to recommend witnesses and submit evidence. However, investigation logistics, including but not limited to the sequence of interviews, the decision to interview particular witnesses, and the decision to allow or consider evidence offered by the parties, are within the discretion of the investigator.

The Complainant and Respondent will be asked to identify, preserve and submit all evidence pertaining to the matter under investigation, and to identify witnesses they believe may have relevant testimony to share. The investigator is not required to consider the evidence submitted or interview any particular witness, even if identified by one of the parties.

Complainants and Respondents are entitled to the same opportunities to have an advisor of their choice present at any interviews, meetings, or proceedings that they are attending related to the investigation and adjudication process under this policy. The advisor may advise the Complainant or Respondent privately, but cannot act as a speaking advocate at a meeting. An investigator or other College representative may terminate meetings, and/or proceed with the investigation or adjudication based on otherwise-available information, if an advisor is disruptive or otherwise refuses to comply with the requirements of this policy. While each party may have an advisor of choice, they may not compel any specific person to serve as their advisor. The College's faculty and/or staff may be available to serve as advisors, but none are required to do so.

The College will endeavor to complete the investigation portion of the process within 90 business days of issuing a notice of investigation as described above, but this may be extended at the College's discretion due to factors such as the complexity of the matter, the availability of witnesses, requests by law enforcement agency for a temporary delay in the investigation process, College breaks, and other legitimate reasons.

A Complainant may choose to withdraw a complaint and/or involvement from the College process at any time. In such circumstances, the College will determine whether or not to sign and file a complaint and continue with the investigation in its discretion, weighing the Complainant's choosing to withdraw the complaint against the College's obligation to provide a safe, non-discriminatory environment for all members of its community.

K. Reporting Retaliation:

Individuals may file a complaint with the Title IX Coordinator or designee if they have been retaliated against for reporting sex-based misconduct, assisting someone in making such a report, or participating in any manner in an investigation or resolution of a sex-based misconduct complaint. Individuals may file a complaint with the Title IX Coordinator or designee if they have been subjected to retaliation as defined above. Student retaliation complaints will be referred to the Assistant Dean of Student Affairs or designee who will adjudicate them pursuant to the Student Code of Conduct. All employee retaliation complaints will be referred to the Office of Human Resources who will adjudicate them pursuant to the applicable employee handbook.

XI. RESOLUTION

The preponderance of evidence or “more likely than not” standard of review will be used during the formal resolution process.

General Investigation-Related Provision:

- Parties’ equal opportunity to present witnesses may include evidence from fact and expert witnesses;
- Parties are not restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Parties whose participation is invited or expected will receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Preliminary Investigative Report

In both Title IX Sex Based Misconduct matters and Non-Title IX Sex-Based Misconduct matters, when the investigator has gathered all of the information that they determine should be gathered for purposes as an initial

matter, the investigator and/or the Title IX Coordinator or designee will prepare a preliminary investigative report. The preliminary investigative report will summarize relevant evidence but will not contain any recommendations regarding whether the Respondent violated this policy or any other College policy at issue.

- The College will provide each party with an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and/or which the investigator does not deem relevant, and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Such evidence will not include un-redacted privileged records or information that may have been gathered or received during the investigation, absent written consent from the party holding the privilege.
- The College will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy.
- Parties and advisors are not permitted to download, print or copy such evidence subject to inspection and review, and are not permitted to re-disclose such evidence without the College's permission. Parties and advisors will be required to sign an acknowledgment form indicating that they understand these prohibitions. Violations of these prohibitions may subject parties to College discipline under applicable conduct codes.

REVIEW AND RESPONSE TO PRELIMINARY INVESTIGATION REPORT

At the conclusion of the investigation, the investigator will prepare a preliminary investigation report that fairly summarizes the relevant evidence and outlines the contested and uncontested information. The preliminary investigation report will not include any findings. In both Title IX Sex Based Misconduct and Non-Title IX Sex-Based Misconduct matters, the Complainant and the Respondent will have an opportunity to review the preliminary investigative report and provide written responses to the report.

The investigator will provide each party and their advisor, if any, with an opportunity to review the preliminary investigation report with electronic access to the evidence file. The evidence file includes any evidence obtained as part of the investigation that is directly related to the allegations, including evidence upon which the investigator does not intend to rely as well as inculpatory and exculpatory evidence obtained from a party or other source. During the review period, the parties will have an opportunity to meet with the investigator; submit

additional comments and information to the investigator; identify any additional witnesses or evidence for the investigator to pursue; and submit any further questions that they believe should be directed by the investigator to another party or to any witness.

The parties will have ten (10) business days to review and submit an optional written response including any challenges to the relevance of evidence, to the investigator. Any response submitted will become part of the evidence file and will be made available to the other party. The investigator will consider any response(s) submitted prior to completing the final investigative report. In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the investigator during the designated review and response period will **not** be considered in the determination of responsibility for a violation of the Policy, and will **not** be considered by the hearing officer.

FINAL INVESTIGATIVE REPORT

Final Investigative Report Generally

In both Title IX Sex Based Misconduct matters and Non-Title IX Sex-Based Misconduct matters, after considering any written response submitted by either party, or after the ten (10) business day comment period has lapsed without receiving a written response or responses, the investigator will address any relevant issues identified by the Complainant and/or the Respondent, and as appropriate, pursue any additional investigative steps as needed. The final investigative report will be reviewed by the Title IX Coordinator or designee before it is issued. Final investigative reports will be provided simultaneously to the parties and their advisors, if any. The College will give each party an opportunity to review the other party's written response, if any.

Additionally:

- The final investigative report created by the investigator and/or Title IX Coordinator or designee will fairly summarize relevant evidence and include as exhibits evidentiary materials as deemed appropriate by the investigator;
- At least ten (10) business days prior to the hearing referenced below, the College will send to each party and the party's advisor, if any, the final investigative report and exhibits in an electronic format or a hard copy, for their review and written response;

- Any written response a party wishes to provide must be submitted to the Title IX Coordinator or designee within ten (10) business days of receiving the final investigative report and exhibits;
- The final investigative report and the parties' written responses, if any, will be provided to the hearing officer in advance of the hearing.

A. Hearings

Hearing and Resolution Provisions Applicable Only to Title IX Sex Based Misconduct Matters

Hearings

Live hearings, conducted via Zoom, will be provided in Title IX Sex Based Misconduct matters, as required by the May 2020 Title IX regulations.

Hearing Officers

Hearings will be presided over by a hearing officer, who will make the decision by a preponderance of the evidence as to whether or not the Respondent violated the policy provisions at issue. The hearing officer has broad authority to determine the process, timing and conduct of a hearing. For example, the hearing officer will determine the order of presentation, timing and overall duration of the hearing, what information and evidence will be heard, what information and questions are relevant to the determination of the matter, and what cross-examination questions will or will not be permitted.

Hearing officers will be appointed by the Title IX Coordinator or designee. In selecting a hearing officer for a particular matter, the Title IX Coordinator or designee will take care to select an individual who does not have a conflict of interest or bias against Complainants or Respondents generally or an individual Complainant or Respondent. The College will notify the parties of the identity of the hearing officer in advance of the hearing, and parties may, within three (3) business days of such notice, object to the service of the hearing officer by providing a written statement (which may be transmitted electronically) as to why the party believes that the hearing officer has a conflict of interest or bias. The Title IX Coordinator or designee will make decisions regarding such objections and the appointment of an alternate hearing officer, as necessary.

Advisors

Each party may have an advisor of their choice present at a hearing for the limited purpose of conducting cross-examination on behalf of that party. Advisors may be, but are not required to be, attorneys. If a party does not have an advisor of their choice present at a hearing, the College will without fee or charge to the party provide an advisor of the College's choice, again for the limited purpose of conducting cross examination on behalf of that party. No later than ten (10) business days before the hearing, parties should inform the Title IX Coordinator or designee of the identity of any advisor of choice who will accompany them to the hearing, so that the College will know whether or not it needs to arrange for the presence of a College-provided advisor.

At a time and manner deemed appropriate by the hearing officer, the advisor for each party will be permitted to ask the other party and any witnesses all relevant cross-examination questions and follow-up questions, including those challenging credibility. Except for that limited role, advisors may not participate actively in the hearing and may not speak or otherwise communicate on the part of the party that the advisor is advising. However, the advisor may consult privately in a non-disruptive manner with their advisee during and/or at a recess in the hearing. Scheduling accommodations generally will not be made for advisors if they unduly delay the process. The College reserves the right to take appropriate action regarding any advisor who disrupts the process, or who does not abide by the restrictions on their participation as determined in the sole discretion of the hearing officer, which may include exclusion of the advisor from the hearing and the appointment of an alternate College-provided advisor.

Requests for Appearance of Witnesses

If a party wishes to have an individual appear at the hearing as a witness, they must provide notice of the identity of the proposed witness and a brief description of the subject matter of the witnesses' testimony to the Title IX Coordinator or designee at least ten (10) business days before the date of the hearing. The Title IX Coordinator or designee, in consultation with the hearing officer as necessary, will determine whether the witness is likely to have information that is relevant to the hearing, and if it is determined that the witness is likely to have relevant information, the Title IX Coordinator or designee will inform the witness that their presence at the hearing is required (to the extent that the College has jurisdiction to require the presence of the witness) or requested.

Conduct of Hearings and Relevance

At or before the hearing, the hearing officer will receive a copy of the final investigative report, any attachments thereto, and copies of the parties' written responses to the final investigative report, if any, which will be part of the information of record to be considered by the hearing officer.

Hearings will ordinarily begin with introductory remarks by the hearing officer. The College policy does not allow for opening and closing statements. Following introductory remarks, the hearing officer will ask relevant initial questions of the parties as deemed appropriate. During this portion of the hearing, advisors may confer privately and in a non-disruptive manner with their advisee, but they are not allowed to address the hearing officer or anyone else present at the hearing.

After the hearing officer has asked their initial questions of the parties, the hearing officer will permit each party's advisor to ask the other party all relevant questions and follow-up questions, including those challenging credibility. Subject to the discretion of the hearing officer, questioning of witnesses will generally follow a similar process, whereby the hearing officer will pose relevant questions to each witness, then the parties' advisors will be permitted to ask relevant questions of witnesses.

In accordance with May 2020 Title IX regulations, such cross-examination by advisors will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the hearing officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Advisors are not permitted to object to hearing officer decisions regarding relevance during a hearing.

Regarding the evidence subject to inspection and review that was provided to the parties and their advisors under the Title IX Sex Based Misconduct matter-specific investigation procedures outlined above, all such evidence will be made available at the hearing via a shared Zoom screen, and each party and/or their advisor will have an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are 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.

Information protected under a legally recognized privilege (such as, for example, privileged communications between a party and their physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a treatment capacity, or privileged communications between a party and their attorney), is not relevant unless the person holding the privilege has waived the privilege.

If a party or witness does not submit to cross-examination at the live Zoom hearing, the hearing officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live Zoom hearing or refusal to answer cross-examination or other questions.

Formal rules of evidence do not apply to hearings under these procedures. The hearing officer will accept, consider and give weight to information as deemed appropriate at the discretion of the hearing officer.

In addition, before the hearing begins, both the Complainant and the Respondent may provide to the Title IX Coordinator or designee, in person or via email, a written impact/mitigation statement that addresses how the alleged Misconduct has impacted them and/or that addresses any mitigating factors that should be considered in the event that the Respondent is found responsible for the alleged conduct at issue. The impact statement will only be considered by the hearing officer and sanctioning officer if there is a finding of responsibility.

Record of Hearings

The College will create an audio or audiovisual recording and/or transcript, of any live hearing, and will make it available to the parties for inspection and review in the event of an appeal by either party.

Determinations Regarding Responsibility

Within ten (10) business days after the hearing, the hearing officer (and if necessary, the sanctioning officer, as provided below) will prepare and issue a written determination regarding responsibility and sanctions. In determining responsibility, the hearing officer will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the section(s) of the College's Title IX Sex Based Misconduct policy definition alleged to have been violated;

- A description of the procedural steps taken from the receipt of the complaint through the determination, including but not limited to, as applicable, any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of definitions of sex-based misconduct in the College's Title IX Sex Based Misconduct Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility and, where necessary and in collaboration with the sanctioning officer, a statement regarding any sanctions and the rationale therefor;
- The hearing officer's non-binding recommendations regarding sanctions, if applicable; and Identification of the College's procedures and permissible bases for the Complainant and Respondent to appeal (as outlined below).

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

The determination will also notify the parties whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant, but will not provide details about any such remedies.

If sanctions are necessary, they will be assigned in accordance with the Sanctions section below. The parties will receive notice simultaneously of the written determination regarding responsibility and, if necessary, any sanctions as determined through the procedures outlined below.

Resolution and Other Provisions Applicable Only to Non-Title IX Sex-Based Misconduct Matters

Hearings

Live hearings, conducted via Zoom, will be provided in Non-Title IX Sex-Based Misconduct matters.

Hearing Officers

Hearings will be presided over by a hearing officer, who will make the decision by a preponderance of the evidence as to whether or not the Respondent violated the policy provisions at issue. The hearing officer has broad authority to determine the process, timing and conduct of a hearing. For example, the hearing officer will determine the order of presentation, timing and overall duration of the hearing, what information and evidence will be heard, what information and questions are relevant to the determination of the matter, and the nature and substance of any questions asked of parties and/or witnesses.

Hearing officers will be appointed by the Title IX Coordinator or designee. In selecting a hearing officer for a particular matter, the Title IX Coordinator or designee will take care to select an individual who does not have a conflict of interest or bias against Complainants or Respondents generally or an individual Complainant or Respondent. The College will notify the parties of the identity of the hearing officer in advance of the hearing, and parties may, within three (3) business days of such notice, object to the service of the hearing officer by providing a written statement (which may be transmitted electronically) as to why the party believes that the hearing officer has a conflict of interest or bias. The Title IX Coordinator or designee will make decisions regarding such objections and the appointment of an alternate hearing officer, as necessary.

Advisors

Each party may have an advisor of their choice present at a hearing. Advisors may not participate actively in the hearing and may not speak or otherwise communicate on the part of the party that the advisor is advising. However, the advisor may consult privately in a non-disruptive manner with their advisee during and/or at a recess in the hearing. Scheduling accommodations generally will not be made for advisors if they unduly delay the process. The College reserves the right to take appropriate action regarding any advisor who disrupts the process, or who does not abide by the restrictions on their participation as determined in the sole discretion of the hearing officer, which may include exclusion of the advisor from the hearing and the alternate appointment of a College-provided advisor.

Requests for Appearance of Witnesses

If a party wishes to have an individual appear at the hearing as a witness, they must provide notice of the identity of the proposed witness and a brief description of the subject matter of the witnesses' testimony to the Title IX Coordinator or designee at least ten (10) business days before the date of the hearing. The Title IX Coordinator or designee, in consultation with the hearing officer as necessary, will determine whether the witness is likely to have information that is relevant to the hearing, and if it is determined that the witness is likely to have relevant information, the Title IX Coordinator or designee will inform the witness that their presence at the hearing is required (to the extent that the College has jurisdiction to require the presence of the witness) or requested.

Conduct of Hearings

At or before the hearing, the hearing officer will receive a copy of the final investigative report, any attachments thereto, and copies of the parties' written responses to the final investigative report, if any, which will be part of the information of record to be considered by the hearing officer.

Hearings will ordinarily begin with introductory remarks by the hearing officer. The College policy does not allow for opening and closing statements. Following introductory remarks, the hearing officer will ask relevant initial questions of the parties as deemed appropriate. During this portion of the hearing, advisors may confer privately and in a non-disruptive manner with their advisee, but they are not allowed to address the hearing officer or anyone else present at the hearing.

After the hearing officer has asked their initial questions of the parties, the hearing officer will permit each party to submit to the hearing officer proposed questions that they would like the hearing officer to pose to the other party. The hearing officer may at their discretion pose, rephrase, or decline to pose any and all such proposed questions. Subject to the discretion of the hearing officer, questioning of witnesses will generally follow a similar process, whereby the hearing officer will pose relevant questions to each witness, then the parties may submit to the hearing officer proposed questions that they would like the hearing officer to pose to each witness. The hearing officer may at their discretion pose, rephrase, or decline to pose any and all such proposed questions. No direct cross-examination of parties or witnesses by parties or their advisors will be permitted.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are 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.

Information protected under a legally recognized privilege (such as, for example, privileged communications between a party and their physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a treatment capacity, or privileged communications between a party and their attorney), is not relevant unless the person holding the privilege has waived the privilege.

Formal rules of evidence do not apply to hearings under these procedures. The hearing officer will accept, consider and give weight to information as deemed appropriate at the discretion of the hearing officer.

In addition, before the hearing begins, both the Complainant and the Respondent may provide to the Title IX Coordinator or designee, in person or via email, a written impact/mitigation statement that addresses how the alleged Misconduct has impacted them and/or that addresses any mitigating factors that should be considered in the event that the Respondent is found responsible for the alleged conduct at issue. The impact statement will only be considered by the hearing officer and sanctioning officer if there is a finding of responsibility.

Record of Hearings

The College will create an audio or audiovisual recording and/or transcript, of any live hearing, and will make it available to the parties for inspection and review in the event of an appeal by either party.

Determinations Regarding Responsibility

Within ten (10) business days after the hearing, the hearing officer (and if necessary, the sanctioning officer, as provided below) will prepare and issue a written determination regarding responsibility and sanctions. In determining responsibility, the hearing officer will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the section(s) of the College's Non-Title IX Misconduct policy definition alleged to have been violated;
- A description of the procedural steps taken from the receipt of the complaint through the determination, including but not limited to, as applicable, any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- Findings of fact supporting the determination;
- Conclusions regarding the application of definitions of sexual harassment in the College's Non-Title IX Misconduct Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility and, where necessary and in collaboration with the sanctioning officer, a statement regarding any sanctions and the rationale therefor;
- The hearing officer's non-binding recommendations regarding sanctions, if applicable; and Identification of the College's procedures and permissible bases for the Complainant and Respondent to appeal (as outlined below).

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

If sanctions are necessary, they will be assigned in accordance with the Sanctions section below. The parties will receive notice simultaneously of the written determination and, if necessary, any sanctions as determined through the procedures outlined below.

B. Sanctions: Student Respondent Cases (Title IX Sex Based Misconduct and Non-Title IX Sex-Based Misconduct)

If the hearing officer determines that a student Respondent is responsible for a violation of this policy, the Title IX Coordinator or designee shall notify the Assistant Dean for Student Affairs or designee to determine sanctions.

Complainants are insured their right to exclude their own prior sexual history with persons other than the other party in the Title IX process, or their own mental health diagnosis and/or treatment, from use in the review process prior to adjudication.

Any sanction takes into account the Respondent's prior record and any prior complaints involving similar allegations as well as the severity of the incident and the outcome sought by the Complainant. The hearing officer and sanctioning officer will consider impact statements submitted from both parties at this juncture.

Student Respondents may have sanctions administered, including but not limited to: expulsion, dismissal, suspension, withholding degree, revocation of admission and/or a degree, disciplinary probation, suspension or dismissal from College housing, social/residence hall probation, housing relocation, restriction from privileges, student reprimand, warning, or discretionary sanctions. This may also include restriction from contact with the Complainant or restriction from parts of, or the entire campus. Student Respondents who are sanctioned with expulsion, suspension, or dismissal from college may be subject to a notation on their official college transcript as required by law.

All sanction(s), except for suspension, dismissal, or expulsion from the College will take effect immediately pending appeal. The sanction(s) shall become final six (6) business days after written notice of said findings was provided to the parties unless a formal written appeal is submitted to the Title IX Coordinator or designee. Failure to submit an appeal within five (5) business days waives the right of written appeal.

C. Sanctions: Staff, Administrator and Faculty Respondent Cases (Title IX Sex-Based Misconduct and Non-Title IX Sex-Based Misconduct)

If a staff, administrator or faculty Respondent is found responsible for a violation of this policy, the Title IX Coordinator or designee shall notify the Director of Human Resources or designee of the Respondent's work assignment to determine sanctions. Any sanction takes into account the Respondent's prior record and any prior complaints as well as the severity of the incident and the outcome sought by the Complainant. The hearing officer and sanctioning officer will consider impact statements submitted from both parties at this juncture.

Faculty, staff, or administrator Respondents may have sanctions administered that include, but are not limited to: the Respondent's participation in counseling or individualized training as a corrective action; prohibition of the Respondent from participating in grading, honors, and recommendations; reappointment and promotion decisions or other evaluations of the Complainant; letter of reprimand; restriction of the Respondent's access to College resources, such as salary increase for a specific period; or suspension or dismissal from employment at the College. For a faculty Respondent, notice of suspension and/or termination shall be made pursuant to the applicable provisions of the Faculty Handbook.

The sanction(s) shall become final six (6) business days after written notice of said findings was provided to the parties unless formal written appeal is submitted to the Title IX Coordinator or designee. Failure to submit the appeal within five (5) business days waives the right of written appeal.

D. Appeals: Student Respondent Cases (Title IX Sex-Based Misconduct and Non-Title IX Sex-Based Misconduct)

Each party to a case falling under this policy has a right to appeal the Title IX Coordinator or designee's dismissal of a formal complaint for Title IX purposes or a determination regarding responsibility and/or sanctions on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator or designee, investigator(s), or hearing officer(s) 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; and/or
- The sanction(s) imposed are disproportionate to the violation of policy.

The Complainant and Respondent may submit an additional statement regarding the case within three (3) business days upon notification that either party has submitted an appeal.

The Title IX Coordinator or designee will convene an appeal panel to review an appeal. The appeal panel will, within (7) business days, make a decision on the appeal. The appeal panel may confirm, amend or reject actions taken by the College earlier in the process, and as necessary, send the matter back to other College officials as appropriate to correct any issues that affected the outcome of the matter. The parties will be provided simultaneously with notice of the appeal panel's decision and the rationale therefor.

E. Staff and Administrator Respondent Case Appeals (Title IX Sex-Based Misconduct and Non-Title IX Sex-Based Misconduct)

Each party to a case falling under this policy has a right to appeal the Title IX Coordinator or designee's dismissal of a formal complaint for Title IX purposes or a determination regarding responsibility and/or sanctions on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator or designee, investigator(s), or hearing officer(s) 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;
- The sanction(s) imposed are disproportionate to the violation of policy.

The Complainant and Respondent may submit an additional statement regarding the case within three (3) business days upon notification that either party has submitted an appeal.

The Title IX Coordinator or designee will convene an appeal panel to review the appeal. The appeal panel will, within (7) business days, make a decision on the appeal. The appeal panel may confirm, amend or reject actions taken by the College earlier in the process, and as necessary, send the matter back to other College officials as appropriate to correct any issues that affected the outcome of the matter. The parties will be provided simultaneously with notice of the appeal panel's decision and the rationale therefor.

F. Faculty Appeal (Title IX Sex-Based Misconduct and Non-Title IX Sex-Based Misconduct)

Each party to a case falling under this policy has a right to appeal the Title IX Coordinator or designee's dismissal of a formal complaint for Title IX purposes or a determination regarding responsibility and/or sanctions on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator or designee, investigator(s), or hearing officer(s) 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;
- The sanction(s) imposed are disproportionate to the violation of policy.

The Complainant and Respondent may submit an additional statement regarding the case within three (3) business days upon notification that either party has submitted an appeal.

The Title IX Coordinator or designee will convene an appeal panel to review the appeal. The appeal panel will, within (7) business days, make a decision on the appeal. The appeal panel may confirm, amend or reject actions taken by the College earlier in the process, and as necessary, send the matter back to other College officials as appropriate to correct any issues that affected the outcome of the matter. The parties will be provided simultaneously with notice of the appeal panel's decision and the rationale therefor.

Further, in faculty Respondent cases, a faculty member may be entitled to proceedings before the Faculty Grievance through procedures outlined in the Faculty Handbook.

G. Dispositions/Compliance Monitoring:

The Vice President for Student Affairs or designee is responsible for monitoring student compliance, if applicable.

Written notification of findings that trigger monitoring responsibilities shall be provided to the person responsible for monitoring compliance. Other parties may be notified, as deemed necessary, to ensure compliance.

Failure to observe the terms and/or conditions of any informal resolution or sanctions imposed in formal resolutions constitutes grounds for new action under either the procedures outlined in this policy or those identified for addressing matters of student misconduct.

The Deputy Coordinator, in consultation with the Title IX Coordinator or designee, the Complainant and/or person responsible for monitoring compliance, will determine which procedures shall be applied for investigation and response.

H. Records of Complaints/Reports:

A copy of the investigation report and the final decision shall be maintained by the College and included in the Student Conduct or Human Resources file of the Respondent only if the determination concludes that the Respondent engaged in prohibited conduct.

Complaints against students will be held in the Respondent's file in accordance with the policy as stated in the Retention and Release of Student Disciplinary Records.

No record of a complaint is kept in the Complainant's Human Resources file or student file unless the investigation concludes that the complaint was knowingly false and malicious.

The Title IX Coordinator or designee shall keep a record of all reports and complaints made under the Sex Based Misconduct policy, regardless of the outcome.

All documents prepared and maintained pursuant to the Sex Based Misconduct Policy and Procedures shall conform to all applicable governing law.

Record retention and release by the College shall be in conformance with applicable law and regulations, including those established by the 2020 Title IX regulations.

XII. Informal Resolution (Title IX Sex-Based Misconduct and Non-Title IX Sex-Based Misconduct)

At any time after a formal complaint has been filed and before a hearing commences, the parties may seek to resolve a report of Misconduct through informal resolution, an administrative process. Participation in informal resolution is entirely voluntary; the Title IX Coordinator or designee will neither pressure nor compel either party to participate in the process or to agree to any specific terms and the process itself does not involve any in-person or face-to-face meetings between the parties. The informal process can be engaged only by mutual agreement by both parties and with the approval of the Title IX Coordinator or designee before or at any time during the investigation of the complaint. All parties must agree in writing to participate before the informal process can commence.

In every case, the Title IX Coordinator or designee has discretion to determine whether the matter is appropriate for informal resolution and to determine the appropriate terms. Before the Title IX Coordinator or designee approves the informal resolution process or the terms of any informal resolution, the Title IX Coordinator or designee will determine that they have sufficient information about the matter to make these decisions.

The parties are strongly encouraged, although not required, to consult with their advisors and any support persons during the entire informal resolution process.

If the process is terminated for any reason, the matter will be re-evaluated for resolution pursuant to the formal complaint resolution process under these procedures.

The Title IX Coordinator or designee will oversee the informal resolution process and have access to all College records in the matter, including any records or reports prepared during an investigation.

The Title IX Coordinator or designee will consult separately with both parties and recommend to the parties the terms of a potential informal resolution agreement. Such terms may include, but are not limited to, any sanctions or remedies that could be recommended by a hearing officer after a hearing under these proceedings.

Both parties must agree to the terms before an informal resolution agreement becomes effective.

At any time before a written agreement is effective (see below), the Complainant or the Respondent may withdraw from the informal resolution process, and the Title IX Coordinator or designee may also, at their discretion, terminate the process.

If the Respondent agrees to an informal resolution that provides for a suspension, withdrawal, or dismissal (i.e. expulsion) from the College, there will be a transcript notation consistent with College policy. The Title IX Coordinator or designee cannot advise any party as to whether they should pursue, agree, or reject an agreement or proposed remedy, stipulation, or sanction therein.

If both parties are satisfied with the Title IX Coordinator or designee's recommendation, the matter will be resolved with a written agreement, signed by both parties and the Title IX Coordinator or designee, with the Title IX Coordinator or designee to coordinate implementation. Once a party has returned the signed agreement to the Title IX Coordinator or designee, the party has two (2) business days to reconsider and withdraw from the agreement by notifying the Title IX Coordinator or designee in person or in writing.