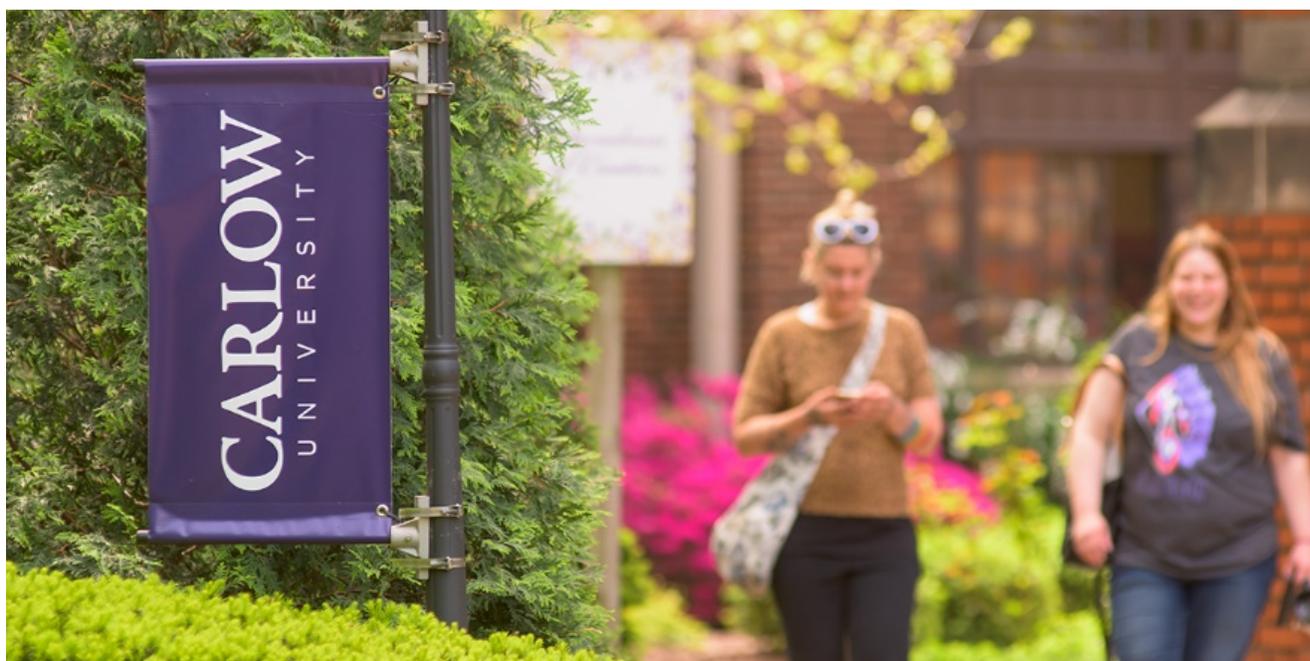


# Carlow University

## Student Handbook

### 2019-2020



The Carlow University Student Handbook is updated annually. The University reserves the right to update policies at times deemed appropriate during the academic year. All students will receive notice via email of substantive updates prior to changes become effective. All changes made within the academic year will be highlighted

# Student Handbook

## Table of Contents

<b>Chapter 1: CARLOW GUIDING PRINCIPLES AND CARLOW HERITAGE.....</b>	<b>5</b>
CARLOW HERITAGE.....	5
CARLOW’S VISION.....	5
CARLOW UNIVERSITY MISSION STATEMENT.....	5
CORE VALUES .....	5
DIVERSITY STATEMENT .....	6
CARLOW HISTORY .....	6
The HISTORY OF THE UNIVERSITY WRITTEN IN ITS NAME AND THE NAMES OF ITS BUILDINGS .....	7
CARLOW UNIVERSITY ALMA MATER.....	9
<b>Chapter 2: CARLOW UNIVERSITY POLICIES .....</b>	<b>11</b>
EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY .....	11
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	11
CHILDREN ON CAMPUS.....	13
DISABILITIES SERVICES .....	16
STUDENT MEDICAL INSURANCE POLICY .....	18
POSTING POLICY.....	18
SMOKE AND TOBACCO FREE CAMPUS POLICY.....	19
<b>Chapter 3: STUDENT CODE OF CONDUCT POLICIES .....</b>	<b>20</b>
DISORDERLY CONDUCT.....	20
DISRUPTION OF OPERATIONS.....	21
DRUG AND ALCOHOL POLICY.....	21
COMMONWEALTH OF PENNSYLVANIA SANCTIONS.....	23
FEDERAL SANCTIONS .....	24
PERSONAL HEALTH AND OTHER RISKS ASSOCIATED WITH DRUGS AND ALCOHOL .....	24
RESOURCES FOR SUBSTANCE ABUSE ISSUES.....	25
FALSE INFORMATION.....	25
FORGERY OR ALTERATION.....	25
FIRE SAFETY POLICY .....	26
HARASSMENT.....	26
HAZING .....	27
MEDICAL AMNESTY.....	27
SEX/GENDER BASED HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT POLICY.....	27
CLARIFICATION OF TERMS.....	29
FALSE REPORTS.....	33
RETRALIATION.....	33
AMNESTY FOR VICTIMS AND WITNESSES.....	33
PARENTAL NOTIFICATION.....	33
REPORTING OFFENSES UNDER THIS POLICY.....	33
CONFIDENTIAL REPORTING.....	34
CAMPUS MANDATED REPORTERS.....	35
WHERE TO OFFICIALLY REPORT SEXUAL MISCONDUCT.....	36

TITLE IX COORDINATOR.....	36
RESPONDING TO ALLEGATIONS.....	37
SANCTIONS.....	38
THEFT AND OTHER PROPERTY OFFENSES.....	38
UNAUTHORIZED ENTRY OR USE.....	38
WEAPONS, FIREARMS, AND/OR PROPELLANT DEVICES .....	39
OTHER UNIVERSITY DIRECTIVES.....	39
VIOLATION OF CITY ORDINANCES, STATE AND FEDERAL LAWS .....	40
<b>Chapter 4: CONDUCT REVIEW PROCESS.....</b>	<b>41</b>
INTERIM ACTION POLICY.....	41
MAKING A REPORT ABOUT A VIOLATION OF THE CODE OF CONDUCT.....	42
STUDENT CONDUCT REVIEW BOARD .....	43
ADVOCATES FOR STUDENTS IN THE CONDUCT SYSTEM .....	44
INFORMATION SHARING AND QUESTIONING OF WITNESSES .....	44
APPEAL PROCESS.....	44
SANCTIONS FOR VIOLATIONS OF STUDENT POLICIES.....	45
<b>Chapter 5: RESIDENCE HALL POLICIES AND PROCEDURES.....</b>	<b>49</b>
<b>GENERAL INFORMATION</b>	
DEPOSITS.....	49
REGISTERED STATUS .....	49
ROOM ASSIGNMENTS AND LOTTERY.....	49
ROOM VACANCIES .....	50
KEYS.....	50
PARKING.....	50
LAUNDRY ROOMS .....	50
STUDY ROOMS .....	51
MAIL SERVICE.....	51
COMMON AREAS .....	51
REPAIRS.....	51
SOLICITATION.....	52
HOUSING CONTRACT/TERMINATION OF HOUSING CONTRACT .....	52
STORAGE .....	52
VACATION PERIODS .....	52
DAMAGE ASSESSMENT FEES AND ROOM INSPECTION.....	52
ROOM INSPECTION.....	53
BABYSITTING.....	53
SOCIAL MEDIA.....	53
COHABITATION .....	53
QUIET AND COURTESY HOURS .....	53
VISITATION POLICY AND PROCEDURES.....	54
OVERNIGHT VISITATION .....	55
<b>HEALTH AND SAFETY</b>	
CLOTHING AND FOOTWEAR IN PUBLIC AREAS.....	55
SMOKING .....	55

FIRE PREVENTION.....	55
HALL SPORTS.....	56
CLIMBING AND SCALING WALLS.....	56
RESIDENCE HALL SECURITY.....	56
RESIDENCE HALL SAFETY.....	56
FLOOR AND HALL MEETINGS .....	56

**UNIVERSITY AND RESIDENT PROPERTY**

DAMAGE TO UNIVERSITY PROPERTY .....	56
UNIVERSITY FURNITURE.....	57
SCREENS/WINDOWS/SIGNS.....	57
LOFTS AND BEDS.....	57
AIR CONDITIONERS .....	57
INSURANCE RESPONSIBILITY AND PERSONAL PROPERTY LIABILITY.....	57
ANIMALS .....	57
BICYCLES.....	58
ELECTRICAL APPLIANCES.....	58

**MEAL PLANS**

MEAL PLAN INFORMATION FOR RESIDENTS.....	59
DINING HALL REGULATIONS .....	60

## Chapter 1: CARLOW GUIDING PRINCIPLES AND HERITAGE

### **Carlow's Heritage**

You have come to an institution with a bold vision and a brave legacy! Carlow, founded by the Sisters of Mercy, has been meeting the “next great educational need” in the Pittsburgh area for more than 85 years. The Mercy Heritage Office (Located in University Commons 2nd floor) is instrumental in assuring that students have a full understanding of the vision of the founding of Carlow University and can see themselves as partners in promoting that legacy.

### **Carlow's Vision**

Carlow University will be a preeminent, innovative, Catholic university, renowned for providing transformational learning experiences in which students realize their full potential and become career-ready ethical leaders committed to a just and merciful world.

### **Carlow University Mission and Statement**

Carlow University, a Catholic, women-centered liberal arts institution embodying the heritage and values of the Sisters of Mercy, engages its diverse community in a process of life-long learning, scholarship, and research. This engagement empowers individuals to think clearly and creatively; to actively pursue intellectual endeavors; to discover, challenge, or affirm cultural and aesthetic values; to respond reverently to God and others; and to embrace an ethic of service for a just and merciful world.

### **Core Values**

#### ***Sacredness of Creation***

We revere each person and all of creation and the diversity they embody.

#### ***Discovery/Quest***

We espouse critical thinking, research, contemplation, and action as essential to the learning process and significant in our search for God.

#### ***Intellectual Integrity***

We speak the truth gleaned from our intellectual pursuits.

#### ***Leadership***

We prepare leaders who influence societal, organizational, and family life for the betterment of all creation.

### ***Hospitality***

We honor the legacy of Catherine McAuley by being a student- centered, welcoming, and nurturing community of learners.

### ***Service***

We engage in service to others with competence and compassion.

### ***Student Progress***

We educate, challenge, and expect all students to uncover, expand, and realize their potential.

### **Diversity Statement**

Carlow University embraces new students into a diverse campus community where differences are to be respected and celebrated. The Catholic liberal arts education calls each of us to share and learn from our respective culture, religion, race, language, nationality, dialect, sexual orientation, learning challenge, physical challenge, socioeconomic condition, class, ethnicity, physical appearance, educational level, and family structure.

When we embrace each member of our community we enhance our potential to discover all that we can, and we create for ourselves a wonderful foundation for life-long learning.

### **Carlow History**

*No work of charity can be more productive of good to society  
or more conducive to the happiness of the poor than the careful instruction of women.*

—Catherine McAuley, 1778-1841

In 1843, the Sisters of Mercy left the city of Carlow, Ireland, to come to Pittsburgh to establish the first community of Mercy in the United States. In 1876, Ursuline Sisters from France, desiring to open an academy for girls, bought the elegant chateau situated on “the Green” of the present Carlow campus. In 1894, the Sisters sold the chateau and its thirteen acres to the Sisters of Mercy through Bishop Phelan of the Diocese of Pittsburgh. The chateau burned to the ground in 1923. In 1929, the Sisters of Mercy responded to Pittsburgh’s need for an affordable Catholic women’s college by opening Mount Mercy College. All classes were held in the Motherhouse of the Sisters of Mercy until the new Aquinas Hall was opened in 1936. Mother Iranaeus Dougherty and Sister Regis Grace were the co-founders of Mount Mercy College in 1929. Tuition was \$214 per year.

In 1969, Sister Kathleen Healy proposed to the College Board of Trustees and the faculty that the name Mount Mercy be changed to Carlow College because of the large number of “Mount

Mercy” schools in the United States. On April 17, 1969, the Board of Trustees and the Pennsylvania Department of Education approved the change of name to Carlow College. The new name was in honor of the city in Ireland from which the Sisters of Mercy came to Pittsburgh.

In 2004, in its 75th anniversary year, Carlow College officially received University recognition, and is now known as Carlow University.

The present Motherhouse for the Sisters of Mercy, designed by well-known local architect Edward Stotz, opened in 1909. In the early 1970s it was declared a national historic landmark. In 1998, the Sisters dedicated the Mother of Mercy Chapel, a place where the Sisters and their guests can pray and worship. The chapel’s remarkable stained glass windows depict the ordinary gestures of faith, as embodied in the Works of Mercy. Students are welcome anytime, of course, but especially at the regularly scheduled masses and those held in observance of the holy days of obligation. Students may also visit the Heritage Galleries, located off the foyer of the convent entrance. The Galleries offer a visual and narrative chronicle of the daring, courageous women who shaped countless lives and had an impact on the foundations of our society in this region and throughout the United States.

## **The History of the University Written in Its Name and the Names of Its Buildings**

### **McAuley Hall (1927)**

This hall was built as a residence hall for the boarders at Our Lady of Mercy Academy and was named for Catherine McAuley, the founder of the Sisters of Mercy in Dublin (1831). At the age of fifty, Catherine inherited a significant fortune, allowing her to begin a ministry of service to the poor, especially women and children. Other women joined her in this venture and eventually became the first members of the Sisters of Mercy.

### **Tiernan Hall (1927)**

This hall was originally called Our Lady of Mercy Academy, and it was built to house the elementary and secondary school for girls. Tiernan Hall was named for Eliza (Sister Xavier) Tiernan, the beautiful and refined daughter of a wealthy merchant, who, in 1843, became the first American and Pittsburgher to become a Sister of Mercy. Five years later, at the age of 23, Sister Xavier Tiernan died ministering to typhoid patients in the new founded Mercy Hospital (1847).

**St. Joseph Hall (1932)**

This hall was an Academy and Mount Mercy College venture to house an indoor swimming pool, a gymnasium, and gracious reception rooms, now being used for the Wellness Center and weight rooms. In 1985 the gym was named for Kathleen McNulty Rooney, daughter of Art Rooney, the owner of the Pittsburgh Steelers.

**Aquinas Hall (1936)**

This hall became the first formal building “to be used for lectures and recitations in Liberal Arts”, and included the library and administrative and registrar’s offices. The hall is named for Sister Aquinas Regan who, as Mother Superior of the Sisters of Mercy, first proposed the idea of founding a college.

**Trinity Hall (1941)**

This hall was the first science building and originally housed the chemistry and biology labs and classrooms. The “trinity” is a core mystery of the Church, which teaches the unity of God in a communion of three persons, Father, Son, and Spirit.

**Antonian Hall (1948)**

This hall was built on solid rock, which had previously grounded a lovely grassy area, St. Anthony’s Park. The theater in Antonian Hall was named in 1994 for Sister Rosemary Heyl, composer, faculty, and chairwoman of the music department (1929-1985).

**Frances Warde Hall (1961)**

This hall was Carlow’s first “dorm,” which replaced five large old houses used previously as residences for boarders, each with two live-in sister moderators. Frances Warde (1810-1884) was one of the original Sisters of Mercy. In 1837 she founded the convent and school in Carlow, Ireland; in 1843 she led a band of six sisters (ages 21 to 28) to America, destined for the new Diocese of Pittsburgh that was headed by Bishop Michael O’Connor. In Pittsburgh and Latrobe, she opened schools, an orphanage, two academies and Mercy Hospital. After leaving Pittsburgh, she founded over 100 schools, hospitals, and social service agencies from Maine to California.

**Dougherty Hall (1966)**

An addition to Frances Warde Hall was named for Mother Ireneaus Dougherty, co-founder and titular president of Mount Mercy College. Through her labors, Mount Mercy College was chartered by the Commonwealth of Pennsylvania in 1933.

### **Curran Hall (1970)**

A business office renovated to house the nursing department, this building recalls the memory of Mother Rose Curran, nurse and innovative superintendent of Mercy Hospital (1923-1934), as well as Mother General (1935-1940), who introduced the cooperative degree program between Mercy Hospital and Carlow University.

### **Grace Library (1970) (now University Commons)**

This building is named for Sister Regis Grace, niece of Bishop Regis Canevin, co-founder and first dean of Mount Mercy College. She received her PhD in philosophy from Notre Dame University via St. Vincent's Seminary, Latrobe. To her philosophy and Latin- Greek students she would say, "Live life to the hilt, and love it."

### **A.J. Palumbo Hall of Science and Technology (1999)**

The A.J. Palumbo Hall of Science and Technology is a 95,000 sq. ft. modern science center that has been called "the gateway to Oakland" by the Mayor of Pittsburgh. There are nine regular classrooms, three computer classrooms, 14 teaching labs, and four research labs in the three floors. The building has a greenhouse, herbarium, bio chamber, tissue culture lab, and a library. Each floor has a student zone adjacent to the atrium and close to faculty offices to encourage student and faculty dialogue and consultation. The building is named for the late A.J. Palumbo, a former trustee and benefactor of the University.

### **Center for Leadership and Management (2002)**

The Center for Leadership and Management is the home of the School of Management.

### **St. Agnes Center of Carlow University (2003)**

The former St. Agnes Church has been restored to its original grandeur and splendor with respect to its spiritual, artistic, and cultural heritage. Dedicated in 1917, this cathedral-style facility was the work of noted architect John T. Comes. The façade of the building features an enormous, recessed Rose window. Inside, a 185-foot center aisle leads to an altar made from Boticino, Italian, and other imported marbles. The vaulted ceilings are decorated with a series of intricately hand-painted designs, including a majestic mural over the altar. Today, the church houses the St. Agnes Center of Carlow University.

### **Carlow University Alma Mater**

Blessings on you, Carlow University, Younger days remembering.  
Searching always for self-knowledge, truth and all its wondering.  
We thank you for walking with us when our steps were not so sure;  
Praise and love you for your trusting in days when we were less secure.

Your community of learning taught us truth's a mystery.  
So we are forever yearning, searching always faithfully.  
As we journey roads unknown we're strengthened by your legacy.  
Having been our kindly home – Bless you, Carlow University.

## Chapter 2: CARLOW UNIVERSITY POLICIES

### **Equal Educational and Employment Opportunity Policy**

One of the core values of Carlow University is Sacredness of Creation. We revere each person and all creation and the diversity they embody. The University, as an educational institution, and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. We respect our diversity as we are called in both the University's Mission and Core Values. Our commitment to inclusivity, respect, and acceptance informs every aspect of the University community.

Accordingly, the University prohibits and will not engage in discrimination or harassment on the bases of race, color, religion, sexual orientation, handicap or disability, sex, age, pregnancy, ancestry, national origin, place of birth, genetic information, gender identification, veteran's status, or any other category protected by federal, state, or local law. This policy applies to all programs and activities, with respect to both admissions and employment.

Questions and concerns about equal opportunity should be directed to the University's EEO Coordinators:

Director of Human Resources  
West Wing, 1st Floor 412.578.8897

Vice President of Student Affairs and Dean of Students  
University Commons, Second Floor 412.578.2026

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act, as amended (FERPA), is a federal law applicable to Universities like Carlow and governs certain important student issues:

- (1) FERPA allows students to have the right to inspect their own records.
- (2) FERPA creates rules regarding the confidentiality and disclosure of education records, and
- (3) FERPA allows students to ask to have their records amended.

Under FERPA, Students are provided the right to inspect their own educational records, to sign a waiver allowing parents or others to have access to their records, and to correct errors of fact in their records. University employees who, in their administrative, supervisory, academic or

support staff roles, may have access to student records if there is a legitimate educational need or interest in those records. Non-University personnel may only have access to student records under very specific and limited circumstances, including through court orders and often must sign non-disclosure agreements for review of those records.

There are specific instances under FERPA when University Personnel are allowed to communicate student information to parents of a dependent student. Those instances include in health/safety emergencies or regarding the student's violation of any federal, state, or local law or University rules governing the use or possession of alcohol or a controlled substance if Carlow determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent. Identifiable student information considered "Student Directory Information" is not protected under FERPA. Directory information is personally identifiable information which may be disclosed without the student's consent. Carlow University designates the following information as directory information:

- a. Student's name
- b. Address: home, local, personal email and Carlow email
- c. Telephone numbers
- d. Date and place of birth
- e. Program of study
- f. Participation in officially recognized activities and sports
- g. Dates of attendance
- h. Degrees and certificates awarded
- i. Most recent previously attended school
- j. Photograph of the student, if available
- k. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
- l. Student honors and awards received.
- m. The height and weight of athletic team members

### **Opting Out of the Directory**

A student may request that his or her information NOT be included in the directory. To do so, a student must complete the Request to Restrict Directory Information (OptOut) Form or otherwise submit written notice to the Registrar. Failure to request nondisclosure of directory information may result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information. Carlow University does not provide directory information to marketing companies, including credit card companies and ring vendors.

### **More information about FERPA**

Complete information regarding student rights under FERPA can be obtained at the following website: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or by visiting the Carlow University Registrar's Office.

Students are afforded the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA by contacting:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Children on Campus**

Carlow University's approach to the presence of visitors on campus, and particularly children, is rooted in our Mercy heritage and our values of Hospitality and the Sacredness of Creation. We honor our founding as an institution devoted to women that fosters learning environments where community members experience empathy and mutual respect while understanding the value of inclusion, flexibility, and collaboration. This community recognizes that childcare is a social justice issue in the United States. Due to lack of systemic and institutional options, parents and caregivers are often challenged to care for children when emergencies arise.

Carlow University is a complex environment of classrooms, offices, laboratories, recreation, and other common area spaces. Some spaces on campus are designated for use by the Carlow Campus Laboratory School. Other portions of the campus were not specifically designed for use by children. This policy is instituted to better promote and ensure the safety of children. For purposes of this policy, "children" are defined as minors under the age of 18 who are not students enrolled in Carlow University. Within this environment Carlow University is committed to the health and safety of all members and their visitors. Visitors to campus are welcome and encouraged. At the same time, we take appropriate precautions and may place limitations on visitation as necessary to protect the health and safety of everyone on campus and to promote a positive University learning environment.

All Carlow University and Campus Laboratory School faculty and staff are responsible for understanding and complying with this Policy. Additionally, anyone having direct contact with children on campus shall have first complied with all applicable legal requirements, such as child abuse clearances and criminal background checks, as detailed in any other Carlow University policy.

## **General Guidelines for all Persons and Spaces on the Carlow Campus**

A general principle underlying what follows is that the presence of children on campus is never to be the preferred substitute for childcare arrangements. We respect the occasional need for faculty, students and staff to bring children with them to campus. These guidelines are envisioned to address temporary, unexpected, emergency situations in which minors are brought to campus. Responsibility for a child who is brought to campus and who is not at that time a part of a campus sponsored program remains with the parent (grandparent, guardian, caregiver). The responsible person is expected to abide by all aspects of this policy.

The following guidelines apply to all visitors, students and employees bringing children or minors to campus:

1. A parent or guardian, or an adult over the age of 18 designated by the parent or guardian, shall provide direct supervision of their children or other children in their care when on campus.
2. Line of sight supervision of children is always required to ensure safety and respect, provided by parents or designated person over the age of 18 who is employed by the parent to provide that supervision.
3. Children may not be left unattended on campus or properties operated by the University.
4. Children shall not interfere with educational or workplace activities.
5. Children shall not play or loiter in parking lots, entranceways, doorways, stairwells or balconies.

## **Emergency Situations**

Carlow recognizes that documented emergency situations arise during which special arrangements will need to be made. Faculty, staff, and students are encouraged to work together with appropriate supervisory personnel to develop solutions for child care issues (e.g.: posting course content online, allowing assignments to be submitted online, teaching/working from home) within University and Human Resources policies. Consideration must also be given to the nature of the documented emergency and the safety of all involved.

## **Work/Co-curricular Learning Areas**

As Carlow University is first and foremost a place of learning, care should be taken to maintain decorum and to avoid disrupting learning activities and University operation. Faculty and staff are expected to make appropriate arrangements for children and dependents. At no time should such arrangements impede the facilitation of intended student learning experiences or University operation.

Therefore, the following apply:

1. Children are generally NOT permitted in the following areas owned or operated by Carlow University:
  - a. Laboratories, shops, studios, mechanical rooms, power plants, garages and rooftops;
  - b. Kitchens and other food preparation areas;
  - c. Areas where power tools or machinery with exposed moving parts are located;
  - d. Areas where grounds equipment or other motorized equipment are parked, stored or maintained;
  - e. Construction zone or other indoor or outdoor area under construction; and
  - f. Other areas on campus that could reasonably pose a unique danger to children or minors.

### **Classrooms**

If a documented emergency arises that necessitates children be brought to classrooms by their parents/caregivers, instructors must obtain supervisory approval prior to bringing children into the workplace as noted above or make alternative arrangements for class delivery. For students, the instructor of the course, and the parent/guardian of the child, will work together to ensure the safety of the child. Through this collaboration between instructor and parent/caregiver, it will be determined if the physical and emotional safety of the child can be maintained in the classroom environment with the material scheduled for presentation. This includes consideration for others in the classroom in order to assure the learning environment can be maintained without disruption.

### **Carlow Events**

Children are welcome on campus to attend social and cultural events. Parents/caregivers are responsible for assuring the appropriate conduct of children at such events so as not to become disruptive to the environment.

### **Campus Laboratory School**

The Campus Laboratory School of Carlow University staff is responsible for the safety and supervision of the Campus Laboratory School minor students in their care at all times when in session and at any time those minor children are engaged in school-related activities on or off campus. Adults and other personnel having direct contact with minor children through Campus Laboratory School operations are required to obtain proper training and clearances. Those entering the school, including the Tiernan Hall dining area, must be escorted by school staff or have on file proper training and clearances.

Additionally, Campus Laboratory School staff or other person(s) specifically responsible for the safety and supervision of children participating in any Campus Laboratory School summer camps or other special events or programs on or off campus shall be considered to be in loco parentis (Latin for "in the place of a parent") with respect to the children in their care, and shall supervise such children at all times according to this Policy.

### **Guidelines for Carlow Hosted Camps and Enrollment Events**

Carlow University hosts a variety of evening, weekend, and summer camp learning experiences and enrollment events for minor children. Carlow University faculty and staff coordinating the events are responsible for the safety and supervision of the minor students in their care at all times when the event is in session. Additional support and student leadership staff may be required to be present.

Additionally, for purposes of this policy, any Carlow University faculty, staff, or other person specifically responsible for the safety and supervision of children participating in any Carlow evening, weekend, summer, special event, or program on University owned or operated property shall be considered to be in loco parentis (Latin for "in the place of a parent") with respect to the children in their care, and shall supervise such children at all times according to this Policy.

## **DISABILITIES SERVICES**

Carlow University makes accommodations to provide qualified students with disabilities access to Carlow's programs, activities, services, and facilities. Carlow does so in response to legal directives such as those set forth in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, but also as part of its mission to provide transformational educational opportunities for a diverse community of learners and empowers them to excel in their chosen work as compassionate, responsible leaders in the creation of a just and merciful world.

### **Detailed Guidelines for Seeking Accommodations for Disabilities**

For the University to respond appropriately to requests for accommodations, students are expected to follow certain guidelines and assume certain responsibilities. Information can be found on the Carlow website at [http://www.carlow.edu/Disabilities\\_Services.aspx](http://www.carlow.edu/Disabilities_Services.aspx). The student will engage in an interactive process with the Disabilities Services Office (DSO) which will carefully review information and documentation provided by a student, analyze each student's individual needs, and, together with the student, determine what accommodations may be reasonable and appropriate under the circumstances. To request accommodations, student

should provide the University with current documentation from a licensed medical professional. A school plan such as an IEP may not be sufficient for this purpose.

[http://www.carlow.edu/Documentation\\_Guidelines\\_for\\_Students\\_Requesting\\_Accommodations.aspx](http://www.carlow.edu/Documentation_Guidelines_for_Students_Requesting_Accommodations.aspx)

While documentation from professionals may include specific recommendations for accommodation, the University reserves the right to determine what accommodations are reasonable and appropriate within the University setting and within technical and academic requirements of the program. Students requesting accommodations must meet with the Director of Disabilities Services to discuss their upcoming schedule of classes, update any documentation, if necessary, and discuss accommodations.

### **Implementation of Approved Accommodations**

The University may require a reasonable amount of time to review documentation which is submitted seeking accommodation, to interview the student, and to take other necessary steps before approving and providing accommodations. Documentation and information regarding a disability are considered confidential and will be revealed only with prior written student permission, unless otherwise required by law. The University need not provide accommodations that would fundamentally alter the essential characteristics or nature of a program. The University may provide alternate accommodations as long as they are reasonable and appropriate to make the University's programs, activities, services, and facilities accessible to that individual. Accommodations are not retroactive; that is, they do not impact tests or work completed prior to the student's submission of documentation and the University's determination of any necessary accommodations. Students with disabilities have the same responsibility as other students to meet the University's academic, technical, and behavioral standards and to follow the University's general policies and guidelines regarding standards of conduct.

### **Disability Accommodation Appeals**

Students have the right to appeal the University's decisions regarding requests for accommodation by contacting the Director of Disabilities Services Office (DSO). It is important to note that complaints of specific types should be reported to the appropriate University representatives as follows. If the complaint is about the Director or staff of the DSO, then the complaint should be made to the Vice President of Student Affairs and Dean of Students. If the complaint is about the Vice President of Student Affairs and Dean of Students, then the complaint should be made to the Provost.

### **Disability Discrimination Reporting Procedure**

Carlow has a complaint procedure to deal promptly and fairly with concerns and complaints about discrimination based on disability. Anyone may bring forward a concern of discrimination based on disability.

Complaints are handled as confidentially as possible to protect the rights of both the complainant and the person accused, consistent with an appropriate investigation.

Retaliation against any person who alleges discrimination or who reports or assists in the investigation of a complaint under this procedure is prohibited and may result in disciplinary action up to and including termination or expulsion from the University.

The complaint/grievance procedure will include (1) informal resolution, if possible, to encourage prompt review and resolution of a complaint; (2) formal resolution, involving possible investigation, if informal means do not resolve the matter; (3) a determination, in writing to all appropriate interested persons; and (4) an appeal process. Further details to this procedure may be found on the Disability Services Office website under Policy and Guidelines Regarding Accommodations.

### **Student Medical Insurance Policy**

Students at Carlow University are required to carry health insurance coverage. The University mandates student athletes are required to carry health insurance. For more information, contact the Athletics Department.

Additionally, some of our academic programs have field or clinical components that may require students to carry health insurance during these experiences. Please check with your academic department for more information.

### **Posting Policy**

The purpose of this Posting Policy is to support an inclusive environment at Carlow University while at the same time avoid blight on campus and prevent damage to the physical campus and facilities.

Posting of information and materials on the Carlow University campus is limited to general purpose bulletin boards provided throughout campus which are designed for such purpose. Posters, flyers and other materials may not be placed on interior or exterior walls, floors, doors or windows of any building or on any utility poles, light poles, sidewalks, statues or public art located on campus. Use of masking or duct tape, paste, glue, spray, rubber cement or other adhesives, or nails, heavy gauge staples or other metal fasteners for posting is

prohibited. Other prohibited behavior includes posting messages or symbols on grassy areas, or hanging banners on external surfaces or across expanses without first obtaining permission from Student Affairs. Recognized student organizations and campus departments may request from Student Affairs to use chalk (with water soluble chalk) outside on the non-brick sidewalk areas.

Prior to posting anything covered by this Policy, approval to do so must be obtained from Student Affairs and the materials to be posted must be stamped with the appropriate permission stamp from Student Affairs.

All posted information and materials must include the name of the sponsoring organization and department or responsible individual, as well as the date, time and location of any program or event identified on the posting. All materials approved for posting must be removed within 24 hours of the conclusion or completion of the program or event which is the subject of the posted materials. For general posting not having an expiration date, the posting party is responsible for ensuring that the posted materials remain intact and for removing any damaged materials. Any member of the Carlow Community may remove materials that are improperly posted or have expired, without notice to the posting party. Persons or organizations that violate the posting policy may have their posting privileges revoked and may be liable for damage to university property caused by the improper postings.

### **Smoke and Tobacco Free Campus Policy**

Carlow University strives to create and maintain a healthy, welcoming environment for all University students, Campus School students, staff, faculty, and visitors. We are committed to helping all members of our community make healthy choices that respect the rights of others. Effective November 20, 2014, Carlow University is a smoke-free campus. This means that no tobacco or other smokable products, including cigarettes, cigars, pipes, hookahs, chewing tobacco, cigarettes, and vapor cigarettes, will be permitted on campus. Members of the community must leave Carlow property before using tobacco in any form.

Many resources are available for those who use tobacco products and wish to stop. University Health Services and Wellness and Fitness Services have information and support programs for anyone who needs them: Contact 412.578.6174 or 412.578.6042 for help.

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## Chapter 3: STUDENT CODE OF CONDUCT POLICIES

All of Carlow's Student Code of Conduct Policies are designed and intended to help our community maintain a safe, welcoming environment for everyone. The policies below apply equally to all students, undergraduate and graduate, full- or part-time, online, resident or commuter. Any violation of these Code of Conduct policies shall, unless otherwise identified herein, result in referral to the Conduct Review Process for students, as referenced elsewhere in this handbook.

Policies that govern academic, financial and enrollment matters can be found in the Undergraduate and Graduate Course Catalogs, or by contacting staff in the Student Hub 412.578.6389.

Students who need to report inappropriate behaviors involving faculty or staff member should contact one of Carlow University's EEOC/Title IX Coordinators:

Director of Human Resources  
West Wing, 1st Floor 412.578.8897

Vice President of Student Affairs and Dean of Students  
University Commons, Second Floor 412.578.2026

### **Disorderly Conduct**

Carlow University students are expected to behave in ways that do not disrupt the learning or living environment at any time. This includes engaging in disorderly, disruptive, lewd or indecent conduct. Disruptions may include but are not limited to: inciting or participating in a riot or group disruption; failing to leave the scene of a riot or group disruption when instructed by officials; disruption of programs, classroom activities or functions and processes of the University; creating unreasonable noise; or creating a physically hazardous or physically offensive condition.

Specific Disorderly Conduct Student Code of Conduct violations may include:

- Excessive Noise
- Simple Fights, Mutual Consent without Injury
- Localized Disturbances
- Urination/Defecation in Public or in Inappropriate Locations
- Throwing Objects

- Exhibitionism (Non-Sexual in Nature)
- Other Disorderly Conduct Violation

### **Disruption of Operations**

All students are obligated to assure their behavior does not obstruct or disrupt classes, research projects, or other activities or programs of the University; or obstruct access to University facilities, property, or programs. Disruption is defined as an action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services.

Specific Disruption of Operations Student Code of Conduct violations may include:

- Misuse of Information Systems
- Disruption of Class, Programs, Services, Operation, Et Cetera
- Other Disruption of Operations

### **Drug and Alcohol Policy**

Carlow University is committed to promoting the health and well-being of all our students. As part of this commitment, Carlow complies with and upholds all federal, state, and local laws that regulate or prohibit the manufacture, possession, sale, use, abuse, or distribution of alcohol or controlled substances. Carlow University has adopted the following policy to help create an environment that promotes and reinforces healthy, responsible living, respect for community standards, the responsibility of the individual within the wider community, and the intellectual, social, emotional, spiritual, ethical, and physical well-being of its community members.

The University prohibits the manufacture, possession, use, or dispensing of alcohol by students, residents, or guests in the University's residence halls, on campus property, or property operated by the University, regardless of age. Violations of such laws and/or University policies that come to the attention of University officials will be addressed through the Student Code of Conduct process or through prosecution in the courts, or both. There may occasionally be University-sponsored events on or off campus at which alcohol service is permitted. These events are conducted in accordance with federal, state, and local laws and must be specifically approved by the President or an appropriate member of the President's Cabinet.

Alcoholic beverages or any other controlled substance found in a residence hall room shall be considered, in the absence of clear evidence to the contrary, to belong to the assigned resident of the room, and the Student Code of Conduct will apply equally. Alcoholic beverages or any

other controlled substance which are brought to a residence hall room by a visitor or guest shall, in the absence of clear evidence to the contrary, be considered to belong to the occupant(s) of the room who are present at the time of the infraction. If it is determined that alcoholic beverages or any other controlled substance have been brought into the residence hall by a visitor or guest, that individual may no longer be permitted access to the residence halls, and his/her host may be held responsible for the alcohol violation.

According to federal law, the University has the right to notify a student's parents whenever the University determines that a student has violated the University's alcohol and drug policy. Please note that the policy and guidelines are applicable to the Carlow campus and to University activities off-campus.

Specific Alcohol and/or Drug Student Code of Conduct Violations may include:

- Unauthorized Possession and/or Use of Alcohol and/or Other Drugs
- Open Container of Alcohol in Unauthorized Area
- On Campus Possession of Kegs or Other Large Containers of Alcohol
- Suppling Alcohol to Minors
- Hosting Persons While in Possession and/or Use of Alcohol and/or Other Drugs
- Excessive Consumption of Alcohol
- Possession of Drug Paraphernalia
- Other Alcohol and/or Other Drug Violation

### **Sanctions: Drug and Alcohol Violations**

The University's approach to drug and alcohol sanctions is to help the student examine her/his behavior and learn from the experience, so as to make more appropriate choices in the future.

#### *First-Time Offenders—Drug and Alcohol*

The Carlow University Police Department will be summoned, and an internal Carlow University citation will be issued. The University citation carries with it conduct consequences that could include fines, participation in educational programs, restitution, community service, or other sanctions. In any situation in which the alcohol policy violation occurs together with an additional violation of the University's Code of Conduct Policy, the individual may be charged with all conduct violations applicable to the conduct. If the student is living in a residence hall, s/he must meet with the Assistant Director of Campus Life. Violators will be placed on residential probation for the rest of the semester and will receive further sanctions for any residence hall violation.

### *Second-Time Offenders—Drug and Alcohol*

Carlow University Police will be summoned and a state citation for the offense(s) will be issued by the police officer. Among other things, the student could be charged with disorderly conduct and public intoxication in addition to underage drinking. Under Pennsylvania law, for a person under the age of 21, the penalty for the first offense of underage drinking includes suspension of driving privileges for 90 days. (see 18 Pa. C.S.A. § 6310.4). Students who are found responsible for a second drug and alcohol offense will face stiffer sanctions as a result of the University conduct process, which could include removal from the residence halls, community service, and work with the Frances Warde Wellness Center. The University may notify a student's parents following the University's determination that a second violation of the University's alcohol policy has occurred.

### *Third-Time Offenders—Drug and Alcohol*

Students cited for a third drug and alcohol policy violation could face suspension from the University and removal from the residence hall. If the student remains in school (or, if suspended, upon the student's return from suspension), further consequences will be determined through the conduct process that must be met to remain enrolled. The University may notify a student's parents following determination that another violation of the University's drug or alcohol policy has occurred. For a third alcohol offense, a State citation also will be issued. The Vice President of Student Affairs and Dean of Student or Conduct Review Administrator has the discretion to impose more severe conduct action than described above, as they deem appropriate on a case by case basis.

## **Commonwealth of Pennsylvania Sanctions**

### *[Citations listed through the Pennsylvania Crime Codes]*

In addition to penalties that may be imposed by the University for violations of the Drug and Alcohol policy, there are separate penalties which the Commonwealth of Pennsylvania may impose for the possession, sale or delivery of a controlled substance.

- a. The penalty for the sale or delivery, or possession with the intent to deliver, of a Schedule I or II drug, which is a narcotic, includes up to 15 years imprisonment and/or a \$250,000.00 fine.

(Pennsylvania follows the federal schedule for classification of controlled substances).

- b. The penalty for the sale, delivery or distribution of phencyclidines (PCP), methamphetamines, coca and its derivatives, and marijuana in excess of 1,000 pounds includes up to 10 years imprisonment and/or a \$100,000.00 fine. The penalty for the sale, delivery, or distribution of any other Schedule I, II, or III drug not listed above is up to five years imprisonment and/or a \$15,000.00 fine.

- c. The penalty for the sale, delivery, or distribution of any Schedule IV drug includes up to three years imprisonment and/or a \$10,000.00 fine.
- d. The penalty for the sale, delivery, or distribution of any Schedule V drug includes up to one year imprisonment and/ or a \$1,000.00 fine.
- e. Penalties for unauthorized possession of a controlled substance include up to one year imprisonment and/or a \$5,000.00 fine for the first offense. Penalties for possession of a small amount of marijuana for personal use or with the intent to distribute but not to sell or the distribution of a small amount of marijuana but not sale include up to 30 days in prison and/or a fine not to exceed \$500.00.
- f. Penalties for the intentional purchase or knowing receipt in commerce by any person of any controlled substance, other drug or device from any person not authorized by law to sell, distribute, dispense or otherwise deal in such controlled substance, other drug or device include up to three years imprisonment and/or a fine not to exceed \$5,000.00.

### **Federal Sanctions**

*[Citations listed through the Federal Register]*

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

- First conviction: up to 1 year in prison, fine of \$1,000.00 to \$100,000.00, or both
- Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000.00 to \$250,000.00 fine, or both
- After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000.00 to \$250,000.00 fine, or both

Special federal sentencing provisions for possession of crack cocaine include mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000.00, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of federal licenses and benefits.

### **Personal Health and Other Risks Associated with Drugs and Alcohol**

Users may have impaired judgment, balance, coordination and/or sight, which may lead to increased risk of accidents and injuries. For example, alcohol-related traffic accidents are the leading cause of death for teens. Other risks include, dependence, hallucinations, fatal

overdose, blacking out or becoming unconscious, nausea, vomiting and even death by aspiration of vomit.

Over time, users may experience, long-term health risks, including, for example, increased blood pressure, increased risk of heart attack, interference with brain development, brain damage resulting in permanent psychosis, cancer of the mouth, esophagus or stomach, liver damage (cirrhosis, alcohol hepatitis, cancer), ulcers, pancreatitis, birth defects, testicular atrophy and breast enlargement (in males), increased risk of breast cancer (in females). Prolonged, excessive drinking can shorten life span by ten to twelve years.

### **Resources for Substance Abuse Issues**

Many resources are available both on and off campus for students struggling with substance abuse issues. For more information, please contact the Director of Health Services at 412.578.6174; the Director of Wellness and Fitness Services at 412.578.6042; or the University Mental Health Counselors at 412.578.6306 or 412.578.8731.

### **False Information**

Students shall not provide false information to any person including other students, faculty, staff or contract employees. Intentionally providing false or inaccurate information or records to University or local authorities constitutes a violation of University policy.

Specific False Information Student Code of Conduct violations may include:

- False Records of Submission/identity
- False Testimony or Statements
- Other False Information

### **Forgery or Alteration**

It is a policy violation for any student to make, use or possess any falsified University document or official record; or to alter or forge any University document or record, including identification, meal or access cards. This includes but is not limited to forgery (signing another's name and/or ID number for any purpose including on key request forms), manufacturing IDs or tickets, altering permits, misuse of forms (letterhead, stationery, University forms), and unauthorized duplication of University keys.

Specific Forgery or Alteration Student Code of Conduct violations may include:

- Misuse of IDs, Forms, Stationary, etc.
- Other Forgery or Alteration

## **Fire Safety Policy**

It is a violation of University policy for any student to tamper with fire or other safety equipment or set unauthorized fires. Candles, incense, smoking materials, unauthorized fireworks and any open flamed appliance shall not be used on University property without explicit permission from the Vice President for Student Affairs.

Specific Fire Safety Student Code of Conduct Violations may include:

- Creating a Condition that Endangers Health and Safety
- Tampering with Fire Safety Equipment
- Pulling False Fire Alarm
- Failure to Evacuate for Fire Drill
- Burning Candle/Incense
- Burning Candle/Incense Unattended
- Possession or Use of Fireworks
- Other Fire Safety Violation

## **Harassment**

In keeping with the values of the University, no employee, student, or other members of the University community should be subjected to verbal or physical abuse of any nature. All forms of harassment, including sexual harassment, are prohibited. The University will not tolerate retaliation for any good faith complaints of alleged harassment or discrimination or for cooperating in the investigation of such complaints.

Harassment consists of unwelcome conduct, including verbal, physical or visible conduct that denigrates or shows hostility or aversion toward an individual because of the individual's race, color, religion, sexual orientation, handicap or disability, sex, age, pregnancy, ancestry, national origin, place of birth, genetic information, gender identification, veteran's status, or any other category protected by federal, state or local law. Such conduct is unprofessional, unproductive, and often illegal. Consequently, Carlow University prohibits all conduct of this nature whether or not such conduct violates any applicable laws. Examples of Harassment when related to a person's protected status or when the conduct has the purpose or effect of substantially interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive atmosphere include the following:

- Name calling or slurs
- Joking or teasing
- Negative stereotyping

- Threats or intimidation
- Hostile written or graphic material posted on or circulated on campus
- Physical contact

### **Hazing**

Comparable to the Harassment Policy in the University Student Handbook and in keeping with our Mercy values of Hospitality and Sacredness of Creation, the University prohibits the practice of hazing. “Hazing” is defined as intentionally, knowingly or recklessly coercing, forcing, or subjecting a person to any of the following below, on or off campus, for the purposes of either admission to, continuing in, or enhancing membership with, a Carlow University organization (broadly defined to include any group at or affiliated with the University that consists of students, staff, faculty, or alumni, including fraternities or sororities).

For purposes of this policy, prohibited acts include, but are not limited to, violation of federal or state criminal law; consuming any food, drink, alcoholic liquid, drug or other substance that subjects an individual to a risk of emotional or physical harm; enduring brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements; enduring brutality of a mental nature, including activity adversely affecting the mental health or dignity of an individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment; enduring brutality of a sexual nature; and enduring any other activity that creates a reasonable likelihood of bodily injury to an individual.

### **Medical Amnesty**

The University emphasizes that anyone who is seriously intoxicated should seek or be provided medical attention. The safety and health of students is the overriding concern of the University. In cases of intoxication and/or alcohol poisoning, individuals are strongly encouraged to call the Carlow University Police Department (412.578.6007) for assistance. In order to encourage those who may be in danger from alcohol poisoning or alcohol-related injury to get proper assistance, a student seeking medical treatment for her/ his alcohol abuse, or a student assisting another student in obtaining such medical treatment, will have such assistance be considered a mitigating factor in favor of the reporting party in any subsequent Student Code of Conduct proceedings.

### **Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy**

In keeping with its core value of the sacredness of creation, Carlow University strives to create and maintain a safe and supportive climate in which the inherent dignity of each individual is celebrated. Grounded in the Catholic Mercy heritage, we honor the Catholic belief that sexual relationships, interaction, and intimacy should only occur within committed marital

relationships in which persons have mutually committed, legally and spiritually, to honor and enhance another's dignity and worth.

Members of the university community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and sexual misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. Sexual misconduct in any form (harassment, rape, sexual battery, etc.) undermines Carlow's core values and will not be tolerated within our campus community. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The university takes all allegations seriously and investigates them thoroughly. All Carlow University students, regardless of gender or sexual orientation, are covered by this policy, as are third parties on Carlow property or participating in Carlow-sponsored or related activities. This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in the interaction.

The university supports a zero tolerance approach for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and supportive measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied as much as can be achieved, including imposing sanctions when a responding party is found to have violated this policy.

This policy has been developed to reaffirm these principles and to provide recourse for those individuals who believe their rights have been violated. This policy is intended to define community expectations and policy standards as well as the procedures, which establish a mechanism for determining to the extent possible when those expectations have been violated.

The university's commitment to academic freedom suggests that this policy is not meant to inhibit or prohibit educational content or discussions, inside or outside of the classroom, that include controversial or sensitive subject matters. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern. In these discussions, the teachings of the Catholic Church should be honored.

The university uses the preponderance of the evidence (also known as "more likely than not") as a standard for evaluating the evidence of whether a violation occurred. The university never

assumes a responding party is in violation of university policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources and apply a fundamentally fair approach to determining if a policy or policies have been violated.

### **Clarification of Terms**

The expectation of our community regarding interactions, and specifically those of a sexual nature, is that they must be clear, knowing and voluntary prior to and during the interaction. Consent is permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want and what you don't. Consent to some form of interaction cannot be automatically taken as consent to any other form. Previous consent does not imply consent in the future. Silence or passivity -- without actions demonstrating permission -- cannot be assumed to show consent. Consent, once given, can be withdrawn at any time. There must be a clear indication that consent is being withdrawn.

Use of alcohol or other drugs will never function to excuse any behavior that violates this policy. Further, because alcohol or other drug use can place the capacity to consent in question, uninhibited interaction is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of an interaction including a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to interaction must be able to understand what they are doing. Under this policy, "No" always means "No.". Anything but a clear, knowing and voluntary consent to any interaction is equivalent to a "no."

### **Sexual Misconduct Offenses Include but are not limited to:**

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation
5. Intimate Partner Violence

#### 1. **Sexual Harassment**

##### **Sexual harassment is:**

- unwelcome,
- sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the Title IX Coordinator or a Deputy Coordinator. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it creates a hostile environment, or takes the form of quid pro quo harassment or retaliatory harassment.

**Hostile Environment is:**

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
  - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational [and/or employment], social and/or residential program.

**Quid Pro Quo Harassment is:**

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another
- Harassment subject to disciplinary action when:
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance.
- When submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Some examples of possible Sexual Harassment include:

Unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking;

and displaying sexually suggestible objects or pictures. Carlow University prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

## 2. **Non-consensual Sexual Contact**

**Non-Consensual Sexual Contact is:**

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

**Sexual Contact includes:**

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts;
- Any other intentional bodily contact in a sexual manner.

## 3. **Non-consensual Sexual Intercourse**

**Non-Consensual Sexual Intercourse is:**

- any sexual intercourse
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

**Intercourse includes:**

- vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

## 4. **Sexual Exploitation**

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video, or audio recording of nudity or sexual activity;

- Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as allowing someone to hide in the closet to watch consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

5. **Intimate Partner Violence**

- Violence or abuse between those in an intimate relationship to each other

6. **Other Misconduct Offenses that will fall under Title IX when Sex or Gender Based**

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.
- Bullying, defined as
  - o Repeated and/or severe
  - o Aggressive behavior
  - o Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
  - o Stalking
  - o Repetitive and menacing
  - o Pursuit, following, harassing, and/or interfering with the peace and/or safety of another

Any other University or Code of Conduct policy may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

### **False Reports**

Carlow University will not tolerate intentional false reporting of incidents. It is a violation of this policy to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### **Retaliation**

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for an allegation, for supporting a reporting party, or for assisting in providing information relevant to an allegation will be investigated as a separate violation of university policy and processed as appropriate through the Student Conduct Review Process.

### **Amnesty for Victims and Witnesses**

The university community encourages reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to university officials or to participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage alcohol or drug use at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to university officials, and that witnesses come forward to share what they know. To encourage reporting, Carlow University maintains a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

### **Parental Notification**

The university reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the university may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The university also reserves the right to designate which university officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

### **Reporting Offences Under This Policy**

The University encourages any individual who has experienced sexual misconduct to make a formal report and to fully pursue the matter through both campus conduct and external legal or law enforcement channels. We encourage students to make a report as early as possible to facilitate the investigation and any future campus or potential legal processes. Reporting

sexual misconduct to the University Police or other campus authorities does not automatically require someone to pursue legal action.

All information disclosed is shared strictly on a need-to-know basis with those in the university with a legitimate need to know. Privacy of student information is protected from disclosure by the federal law FERPA (Family Educational Rights and Privacy Act).

Additionally, Pennsylvania law requires the availability for students and others to file anonymous reports. While anonymous reporting may limit the scope of an investigation and the University's ability to pursue such matters, all such reports will be investigated to the extent reasonable and possible. Those wishing to file an anonymous report may do so via the Carlow University website under the Title IX link.

All university employees (faculty, staff, administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate university officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other campus reporting sources exist for a victim to report crimes and policy violations and these resources are required to take action when an incident is reported to them. The following describes the two reporting options at Carlow:

### **Confidential Reporting**

The University Counselors, the Campus Minister, and the Special Assistant to the President for Mercy Heritage fall within the Title IX reporting exemption for personal and pastoral counselors and are therefore not required to report crimes or violations identified in this policy in the same way as the mandatory reporters. However, these individuals will encourage students to use campus reporting procedures and connect with other resources.

Additional on-campus and off-campus confidential resources includes:

Carlow University Health and Counseling Center has a registered nurse and two licensed counselors on staff, supported by a consulting arrangement with UPMC Adolescent Medicine and a consulting psychiatrist. Any student who has experienced sexual misconduct at any time, on or off campus, past or present, is encouraged to use these support services.

Director of Health Services: 412.578.6174  
University Counselors: 412.578.6306 or 412.578.8731

Magee Women's Hospital (300 Halket Street, Pittsburgh 1.866.MyMagee) and UPMC Mercy (1400 Locus Street, Pittsburgh 412.232.8111) have Forensic Nurses available 24 hours a day, seven days a week at their emergency departments. These Forensic Nurses, called Sexual Assault Nurse Examiners (SANE), are highly trained to collect evidence and connect individuals with advocates and community resources.

Pittsburgh Action Against Rape (PAAR) provides prevention and education services on campus. PAAR also provides a 24 hour confidential hotline (1.866.END.RAPE), counseling, and support through the medical and legal process. 412.431.5665.

Rape, Abuse, and Incest National Network (RAINN) is the largest anti-sexual assault organization in the country. They provide access to a wide variety of support and educational services to survivors of sexual misconduct and those who support them. 1.800.656.HOPE (4673)

### **Campus Mandated Reporters**

All university employees have a duty to report, unless they fall under the “Confidential Reporting” section above. Complainants may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Supportive measures may be provided to the Complainant without formal university action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A Complainant has the right, and can expect, to have reports taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told.

**Where to Officially Report Sexual Misconduct:**

- a. The University Police (412.578.6007)
- b. The Vice President for Student Affairs and Dean of Students (Title IX Coordinator) (412.578.6087)
- c. The Assistant Dean of Students (412.578.8774)
- d. The Director of Residence Life (412.578.8776)
- e. The Director of Human Resources (412.578.8897)
- f. Any member of the Residence Life staff (RAs and GRDs)
- g. Any Campus Security Authorities (CSAs). A list of CSAs is published each semester.
- h. The President, all the members of the President’s Cabinet, administrators at our Cranberry and Greenburg sites, and several members of the Student Affairs staff serve as CSA’s for this purpose.

Students who experience sexual misconduct away from campus are also encouraged to report the matter to the Vice President of Student Affairs, University Police, Health Services, or Counseling staff. Even if the incident does not fall under the investigatory, campus conduct, or legal jurisdiction of Carlow University, our goal is to ensure that students have the support and resources they need, and which the University can offer or arrange.

**Title IX Coordinator**

The university’s Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Coordinator is housed in the office of Student Affairs, University Commons 218. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the university Title IX Coordinator:

Timothy P. Phillips, Ph.D.  
Vice President of Student Affairs & Dean of Students  
Title IX Coordinator  
Office of Student Affairs, University Commons 218  
3333 Fifth Avenue, Pittsburgh, PA 15206  
(412) 578-6087  
Email: [tpPhillips@carlow.edu](mailto:tpPhillips@carlow.edu)

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)

Western Region

Dr. Teresa R. Randleman, Regional Manager

301 Fifth Avenue

Suite 410, Platt Place

Pittsburgh, PA 15222-1210

412-565-7607

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Web: <http://www.ed.gov/ocr>

By e-mail to [education@usdoj.gov](mailto:education@usdoj.gov)

By telephone at (202) 514-4092 or 1-877-292-3804 (toll-free)

By facsimile at (202) 514-8337

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to Bridgette Cofield, Assistant Vice President for Human Resources, Diversity, & Inclusion, 412-578-8897, or [bncofield@carlow.edu](mailto:bncofield@carlow.edu).

### **Responding to Allegations**

When appropriate, residence hall assignments and class schedules may be modified to reduce or prevent contact between the complainant and the responding party, and no-contact requirements or interim suspensions may be used to protect the safety of those involved. Both the complainant and the responding party are entitled to the assistance of an advisor of their choice to provide ongoing advice and support.

Both the complainant and the responding party will be provided with a written outline of their rights and responsibilities.

As in other major campus conduct proceedings, sexual misconduct cases will be heard by a Student Conduct Review Board of trained faculty, staff, and students who will make recommendations to the Vice President for Student Affairs based on a preponderance of the evidence (more likely than not) standard of proof. Both parties to the process will receive written notice of the outcomes of any campus conduct proceedings.

The University Police will facilitate and support any complainant who wishes to file legal charges with the City of Pittsburgh Police in addition to or instead of campus conduct

proceedings. Internal campus proceedings and external legal processes are conducted independent of each other and the outcome of one does not necessarily influence the other.

### **Sanctions**

Students accused of sexual misconduct will face campus conduct proceedings in which the sanctions may include removal from the University or from specific residence halls or programs, as well as possible civil or criminal legal liability under federal and state laws, including Title IX. The following sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

Student sanctions include, but are not limited to [see the full list and description in the Student Conduct Review section, Student Handbook]

- Warning
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Transcript Notation
- Other Actions noted in the Student Conduct Review section, Student Handbook

### **Theft and Other Property Offenses**

It is a violation of University policy to steal, vandalize, damage, destroy, or deface University property or the property of others.

Specific Theft and Property Offense Student Code of Conduct violations may include:

- Theft of Property
- Possession of Lost, Stolen, or Misplaced Property
- Theft in Residence Hall
- Theft from Dining Hall
- Damage or Creating a Condition Requiring Restoration or Cleanup
- Other Theft or Property Offenses

### **Unauthorized Entry or Use**

Unauthorized entry into or use of or University facilities including computers or property operated by the University, residence halls, classrooms, offices, and other restricted facilities is

a violation of policy. The University also has the right to control use and entry into facilities for reasons of security, safety or protection of property. This includes opening and closing facilities at specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities for an unauthorized purpose. The same concept applies to computer entry or misuse, including violation of any University computer policy.

Specific Unauthorized Entry or Use Student Code of Conduct violations may include:

- Unauthorized Entry into Buildings, Rooms, etc.
- Computer or Software Misuse
- Other Unauthorized Entry or Use

### **Weapons, Firearms, and/or Propellant Devices**

The possession, storing, carrying, or use of any weapon, ammunition, or explosive by any person is prohibited on all University property except by authorized law enforcement officers and other persons specifically authorized by the University. No person shall possess, carry, or use any fireworks on University property, except for those persons authorized by University and local governments to discharge such fireworks as part of a public display. Paintball guns and paintball markers may only be used on the property of the University in connection with authorized University activities and only at approved locations.

Specific Weapons, Firearms or Propellant Device Student Code of Conduct Violations may include:

- Propellant Weapons (Air, Paintball, Pellet, Slingshot)
- Knives, Guns and Other Firearms, Other Dangerous Weapons 04.03 Dangerous Chemicals/Gases
- Other Weapons Violation

### **Other University Directives**

All students are expected to follow written University policy or regulations contained in any official publication, official correspondence or verbal instruction from a University official or administrative announcement.

Specific University Directives Student Code of Conduct violations may include:

- Visitation/Escort/Guest Policy Violation
- General Housing and Residential Areas Rules Violation
- Bicycle Policy Violation
- Unauthorized Solicitation on Campus

- Smoke and Tobacco Free Campus Policy Violation
- In the Presence of Alcoholic Beverages
- In the Presence of Illegal Drugs
- Common Area Property in Residence Hall Room
- Sports/Horseplay in Residential Areas
- Lending IDs/Keys to Others for Entry to Residence Hall Room/Building
- Quiet/Courtesy Hours Violation
- Other University Regulations and Violation

### **Violation of City Ordinances, State, and Federal Laws**

Carlow University exists within a larger community context, and as such is governed and abides by city ordinances, state, and federal laws. All students are expected to follow all city ordinances, state, and federal laws on and off campus. Students found to have violated such ordinances or laws, on or off campus, may be subject to the conduct review process regardless of whether any legal action is taken in the courts. Court action and penalties will not pre-determine the outcome of an internal University proceeding related to such violations.

Specific Violation of City Ordinances, State or Federal Laws Student Code of Conduct Violations may include:

- Violation of City Ordinance
- Violation of State Law
- Violation of Federal Law

## CHAPTER 4: CONDUCT REVIEW PROCESS

The Vice President for Student Affairs and Dean of Students is responsible for overseeing the University's Student Conduct Review Process. In most cases, as outlined below, the Assistant Dean of Students or designee is responsible for implementing this conduct process.

The purpose of the student conduct review process is to maintain the unfettered operation of the University, address behavioral issues that conflict with University expectations and values, and to deepen the developmental learning and growth of students. In general, the University's approach to student review conduct is educational and restorative in nature. Violations of this Code are handled whenever possible through dialogue with the individuals involved. Sanctions for offenses are developmental and intended to be learning experiences for the student.

Procedures unique to cases of Sex/Gender-Based Harassment can be found in the Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy.

### **Interim Action Policy**

Carlow University seeks to provide a safe and healthy environment in which all students have the best possible opportunities to pursue their academic goals. At the sole judgment of Carlow University, students may be subject to action including but not limited to removal from the residence halls or suspension by the Vice President of Student Affairs and Dean of Students or his/her designee pending the outcome of a conduct review process. Student conduct that may prompt such an action includes but is not limited to:

- Students whose behavior makes them unable to function effectively in the residence halls, or elsewhere on the University campus with harming themselves or others;
- Students whose presence during the conduct review process is disruptive to the University;
- Students whose behavior makes them unable to function effectively in the residence halls or the University community without disrupting the educational pursuits of others;
- or
- Students who fail to respond to a reasonable request of a University official or designee.
- Students deemed to present a threat to themselves or others.

A University Official may require a student to obtain an assessment or evaluation from an external health provider before returning to classes or the residence hall. Such decisions will be made on an individual basis, after reviewing all aspects of the situation and in most cases in consultation with the student. An interim suspension cannot be imposed for more than three (3) business days without conduct and/or evaluation timelines established for the student to

follow toward possible reinstatement. Conduct processes within the control of the University can be expedited where possible to minimize the time that a student will face interim suspension without a resolution.

### **Making a Report About a Violation of the Code of Conduct**

Any member of the University community may submit a written statement alleging that a student(s) or student organization has violated the policies and procedures of the University. Such statements should be submitted to the Assistant Dean of Students or Student Affairs office. Matters that involve possible violations of the law should be reported to the Campus Police and the Vice President for Student Affairs.

All reported matters will be reviewed and appropriately processed through the conduct review process. The Assistant Dean of Students or his/her designee shall initiate a review of the facts and gather information pertaining to the incident. As part of this review, the Assistant Dean or designee may meet with the person(s) involved as well as appropriate members of the Carlow community.

Once the facts have been compiled to the extent possible, the Assistant Dean or designee [hereafter known as administrator] will determine whether a policy violation has occurred. If the investigation determines the facts do not support a preponderance of evidence that a policy was violated, the case will be closed.

Investigations that determine the preponderance of evidence demonstrates a policy(ies) violation(s) did occur, one or more of the following actions will take place:

- The results of the investigation will be reviewed with the respondent(s)
- The respondent will be offered the opportunity to accept or challenge responsibility. If the respondent accepts responsibility for alleged violations of the Student Code of Conduct, the administrator will typically propose and work with the complainant(s) to determine an appropriate sanction. Once complete, the administrator will confirm the outcome and sanction completion deadlines in writing.
- If the respondent denies responsibility for alleged violations of the Student Code of Conduct or desires that the matter be reviewed through an independent conduct review, the process will be referred to the Student Conduct Review Board.

If the alleged violations of the Student Code of Conduct are repeat violations for a student, or if the administrator feels it to be in the best interest of the complainant, the process may be referred to the Student Conduct Review Board. If the alleged violation(s) are those that may

result in a suspension or dismissal from the University, the process may be referred to the Student Conduct Review Board.

Students who do not wish to resolve their conduct process by meeting with the Assistant Dean or designee may ask for a full review by a Student Conduct Board. The Student Conduct Review administrator has the discretion to grant such a review in any case he or she deems appropriate. Students are required to respond to all reasonable requests made by University officials facilitating the Conduct Review process and may be subject to disciplinary action if they fail to do so. Further, students are expected to participate in the Student Conduct Review process when asked to do so. If a student does not participate, the process will continue, and decisions will be made without their input.

### **Student Conduct Review Board**

A Student Conduct Review Board will include one faculty member, one staff member, and a student, with a designated chairperson. Board members are drawn from a pool of individuals trained in advance. The composition of the Board will change from case to case. Board members listen to all the facts of a case, including any information presented by the complainant(s) and respondents(s), and render two decisions:

- Whether a respondent(s) is responsible for any violation(s) of this Code;
- If the student is found responsible, what consequences or sanctions to impose

Students will be notified in writing of the date, time, and location of a Conduct Review Board hearing at least three (3) days in advance. Written notification will include clarification of alleged policy violations and investigation materials that will be reviewed during the process. All Conduct Review Board proceedings will be audiotaped.

For Student Code of Conduct matters that happen, at the beginning of the semester, close to, or during University breaks, the Vice President for Student Affairs or designee will make a determination regarding whether a case may be held over until the University is back in session. If determined that such a matter requires immediate hearing, the conduct review administrator has the authority to either identify designees from the faculty or staff to serve as to hear the case. That Hearing Officer or Interim Conduct Review Board shall determine whether the student(s) is responsible for the violation and make a decision regarding the outcome. All appeals of hearings heard during breaks or summer session are eligible for the appeal process described below.

## **Advisors for Students in the Conduct System**

Students may bring an advisor of their choice to all Conduct Review process meetings. The role of the adviser is to support and advise the student. Advisers are not direct participants in the process and should not expect to participate, their role being to provide non-disruptive support and observation. Administrative staff will review the adviser role with those present. In the event an adviser chooses to act outside the scope of their defined roll, proceedings will be stopped so that operational decorum can be restored. The University will work with students who wish to have an adviser but who are unable to identify one upon request.

## **Information Sharing and Questioning of Witnesses**

Any student participant shall have the opportunity to review information that is given to members of the Conduct Review Board, and to question any witnesses who appear before the Board, or to request witnesses to appear on their behalf.

The student shall have the opportunity to speak freely to the Board and share information they consider relevant to the Board's proceedings.

Students shall be notified in writing of the results of all Conduct Board proceedings within 48 hours of the Board's conclusions.

## **Appeal Process**

An appeal of a Conduct Review decision is generally submitted to the structural supervisor of the person/Board making the original decision. For example, decisions made by the Assistant Dean of Students or a Student Conduct Review Board may be appealed to the Vice President for Student Affairs and Dean of Students. All conduct letters will contain appeal information and the appropriate person to whom the appeal should be submitted.

Students who wish to appeal the outcomes of a conduct review decision must do so in writing within five (5) business days.

Appeals may be submitted for the following three reasons:

- A student believes that University policy and processes were not correctly followed in a manner significant enough to deny a fundamentally fair hearing;
- New and different information not previously considered through the conduct review process has come to light since the conduct review process
- The sanction is inappropriately severe or inconsistent with the specific violation.

Disliking or disagreeing with a consequence or sanction is not sufficient grounds for an appeal.

The appeal administrator/Board will review the matter with all prior documentation, and may choose to meet with the student(s) involved. Outcomes of an appeal review may result in an affirmation of the original decision, a remand of the decision back to the original administrator/Board for consideration of new evidence, or an adjustment to the original outcome decision. In most cases, the appeal proceedings will not result in a new hearing. All decisions made by an appeal administrator/Board are final. Outcomes of appeals decisions will be communicated in writing to the student(s) within ten (10) business days of receipt of the appeal.

### **Sanctions for Violations of Student Policies**

A violation of the policies and procedures of the University may result in disciplinary action up to and including suspension or expulsion from the University. The University will impose sanctions that are appropriate to the situation, and when possible will include educational learning outcomes designed to reduce or eliminate the likelihood of a future violation. Previous violations will be considered if relevant to the current violation or in any determination of the level of sanction to be imposed.

All student conduct review records are documented and filed in the Office of Student Affairs and are kept for seven (7) years. Incidents involving violence or threat of violence to self or others are kept indefinitely.

The list below includes, but is not limited to, a list of sanctions that may be used by University officials for violations of Student Code of Conduct Policies by individuals, groups, or organizations. This list should not be considered exhaustive, as circumstances vary from case to case, and the University reserves the right to impose additional sanctions, to issue more than one sanction for a particular violation, or to deliver sanctions that are unique to and appropriate for the violation in question so as to realize learning outcomes. First and less severe violations typically result in lesser sanctions, while severe and repeat offenses may result in more significant sanctions up to and including suspension or expulsion from the University. In all instances, individual circumstances are used by University conduct personnel in determining specific learning outcomes and sanctions. Possible sanctions include but are not limited to:

**Alcohol Education Programs:** May be issued to students who were involved in alcohol-related violations of University policy.

**Apology Letter:** May be issued to students whose behavior had a negative impact on a particular individual or business more so than the community at large (i.e., theft).

**Drug Education Program:** May be issued to students who were involved in drug-related violations of University Policy.

**Reaction/Reflection/Research:** May be issued to students who have engaged in a policy violation as a way of fostering reflection and exploration in a way that will benefit their future decision making, or for students whose behavior indicated a need for education on a particular subject.

**Review Relevant Article, Book, Workshop, Program or Movie and Reflection Paper:** May be issued to students whose behavior violated University Policy as a way of fostering exploration of a particular topic followed by reflection on the topic and how it relates to them.

**Program Development/Presentation:** May be issued to students who may benefit from creating an opportunity for other members of the community to learn and reflect about the topic/issue related to the inappropriate behavior.

**Newsletter/Bulletin Board:** May be issued to students as a way to reflect on the behavior and share with others how the behavior adversely impacts a living environment.

**Community Service Projects:** A community service project consists of assignments or tasks to be carried out for a specified period of time. Examples include: working with the housing or facilities staff, meeting with University Police.

**Community Service or Service Learning Experience:** May be issued to students whose behavior disrupted the community in some way.

**Verbal Warning:** A verbal acknowledgement that community standards and/or expectations have been disregarded. This is the lowest level of administrative sanction and may or may not accompany an educational sanction.

**Letter of Concern:** A written acknowledgement that community standards and/or expectations have been disregarded. This sanction may be issued when a student disregards a more serious community standard, contract term condition, University policy, or participates in repeated inappropriate behavior.

**Contract Review:** Contract review is implemented when a student has either seriously breached a community standard or has repeatedly engaged in inappropriate behavior. This initiative is for a specified period with the understanding that any further breach of community standards, during the time specified, may result in an extension of the contract review or a termination of a student's housing contract.

**Fine:** Payment of a monetary amount as a sanction for the violation of the Student Code of Conduct.

**Residence Hall Probation:** A probationary status that is in effect during the life of the sanction. During the residence hall probation, a student may not serve as a resident assistant. The probation may be introduced in subsequent disciplinary proceedings that occur during the period the sanction is in effect. This sanction is imposed only for infractions of the Student Code of Conduct that occur in the residence halls.

**Change of Room Assignment:** Student is moved from one housing assignment to another. This may be a temporary or permanent change of assignment.

**Residence Hall Suspension:** Termination of housing privileges for a specified period of time. While on Residence Hall Suspension, the student is not allowed to visit others or be in the residence hall for any reason. Students on Residence Hall Suspension lose attendance privileges to Residence Life activities. If the suspension is imposed during a term, no housing refund is given.

**Residence Hall Dismissal:** Permanent loss of all housing privileges from the residence hall. This include suspension of attendance privileges to Residence Life activities. If the sanction is imposed during a term, no housing refund is given.

**Restitution:** Restitution refers to requiring a student to pay for damages or misappropriation of property. Restitution may be imposed separately or in addition to any other sanction. In the case of damage, destruction, defacement, theft, or unauthorized use of property, restitution to the University may be required through financial payment or community service. Failure to make restitution may lead to an additional sanction.

**Loss of Privilege:** Loss of privilege refers to the withdrawal of the use of a service, participation in an activity, or other withdrawal of privileges consistent with the inappropriate behavior. Loss of privilege may be imposed separately or in addition to other sanctions. The loss of privilege will be in effect for a specified period of time and any conditions that need to be met before the privilege is restored will be clearly documented.

**Administrative Directive:** Refers to a behavior, act, or obligation a student must fulfill or abide by for a specific period of time. The Administrative Directive remains in effect until written documentation is provided to the student that his/her obligations are complete. An example of this may be requiring a student to not initiate contact with a particular individual or individuals in person, by telephone, electronically, through voicemail, in writing, by friends on his/her behalf, or by any other means.

**Contract Termination:** Refers to a student being separated from the University housing program by revoking a student's housing contract, either temporarily or permanently. Any conditions that must be met for a student to regain eligibility to live on campus must be made in writing at the time of the termination. A student whose contract is terminated due a policy violation shall not receive a refund of housing charges.

**Disciplinary Probation:** A student may be placed on disciplinary probation for a specific amount of time in conjunction with one or more other penalties for a given violation. Probationary status renders a student no longer in "good standing" disciplinarily, and not eligible to hold leadership roles at the University during the term of the probation. Disciplinary Probation may be combined with specific and stated restrictions on participation in University programs and services or other penalties as appropriate.

**Disciplinary Suspension:** A student may be placed on disciplinary suspension for a specific amount of time based on a serious violation of University policy. The suspension will specify a start and end date for the suspension. Students who are under Disciplinary Suspension will be

involuntarily removed from University housing, all coursework, and any other personal interactions with the University. No refunds of housing fees, tuition, dining or other expenses will be provided to students on Disciplinary Suspension. Students on Disciplinary Suspension are ineligible to be on campus and may be arrested for trespassing if found on campus during the suspension period. A student may request to come to campus to attend to financial matters, to retrieve his/her belongings, to seek advising, or to consult with specified University Staff only with express permission from the Vice President for Student Affairs and for a specific time and duration.

**Expulsion:** Expulsion (sometimes referred to as Dismissal) is permanent separation from the University. Notice of student expulsion will indicate a specific date at which the expulsion is in effect, and will provide the student with specific information about how to collect his/her personal effects from campus and at what date/time. Students who are expelled will be involuntarily removed from University Housing, all coursework, and any other personal interactions with the University. Expelled students will be considered trespassers on University property unless specific permission to be on University property is granted by the Vice President for Student Affairs. Students who are expelled are not eligible to participate in any University programs, coursework or services. No refunds of housing fees, tuition, dining or other matters will be provided to students who are expelled from the University.

## Chapter 6: RESIDENCE HALL POLICIES AND PROCEDURES

Housing for Carlow University students is located in Dougherty and Frances Warde Halls. The residence halls are staffed by the professional student affairs and residence life staff, graduate assistants, and undergraduate resident assistants (RAs). They are responsible for supporting the personal and group needs of resident students and for providing a safe living-learning experience. Resident Assistants live with the students on the floors. They help to manage the residence hall, communicate important information to residents, counsel and/or refer students with challenges, support residents' growth and development, help students adjust to a group-living environment, and maintain an atmosphere conducive to learning.

All Carlow University resident students share responsibility for the living-learning environment in the residence halls. The following policies and procedures exist to help residents be comfortable, safe, and academically successful. Policies in the residence halls are continually reviewed and revised to support the best possible environment. The Vice President for Student Affairs and Dean of Students, or their designee, has the authority to create and communicate new residence hall policies to meet unforeseen circumstances.

### **General Information**

#### **Deposits**

Returning students make a deposit during the spring semester to hold a space for the next fall. This deposit is \$100 for a double or triple room and \$500 for a single room. This amount is credited to the cost of the student's next semester housing charge. Further information regarding student financial obligations regarding housing can be found in the Housing Contract.

#### **Registered Status**

Due to limited space in the residence hall, only full-time students (12 credits or above) may reside in the residence hall. If a student needs to drop below 12 credits during the course of the semester, they may appeal to the Director of Residence Life for permission to remain in the room. Such permissions are considered on a case by case basis and are not automatic.

#### **Room Assignments and Lottery**

All resident students are required to have a roommate or pay additional charges for a single room when available. Typically, first year students are not granted singles. Housing and roommate assignments are made during the summer months for new residential students. The

room lottery, held in the spring of each year, is for students returning to the residence hall to reserve a room

Triple and single rooms are assigned in advance of the traditional room lottery process. Students who already live in a triple are given first priority for those spaces, so long as at least two of the current triple members are returning to the residence hall for the fall semester. When a triple opens up, seniors will be given the first priority followed by juniors and sophomores. Likewise, singles are awarded based on class level seniority.

### **Room Vacancies**

The staff in Student Affairs and Residence Life reserves the right to consolidate students as vacancies occur. Student who unexpectedly have a vacancy when a roommate leaves housing are required to accept a new roommate as assigned by Residence Life.

### **Keys**

Each student will be issued a room key when s/he moves into the residence hall. If the key is lost, it must be reported immediately for all residents' safety. Students should check with campus life, campus police, or the Frances Warde Hall emergency dispatcher if keys are lost. A replacement charge of \$50 will be assessed to re-key the lock.

### **Parking**

Due to limited on campus parking, residence hall students cannot purchase a permit to park on campus. Exceptions to this policy must be approved by the Chief of Police. Please consult the residence hall staff for information about bus passes, schedules, shuttle service, and other alternatives. Visitors to the residence hall must get a temporary parking permit from the police dispatcher office located at the entrance to Frances Warde Hall before parking their vehicle in Lot C. Visitors must obey all the rules and restrictions concerning parking, or be subject to fines and/or towing.

### **Laundry Rooms**

Laundry rooms are located on each Dougherty floor section. These areas should be kept clean and neat. Please be considerate of others waiting to do their laundry. If students notice that a washer or dryer is not working properly, he/she is encouraged to call National Laundry to report the problem. National Laundry can be reached by calling, 412.361.2222.

## **Study Rooms**

Study rooms are available throughout the residence hall, and may be used on a first come, first served basis.

## **Mail Service**

All resident students are assigned a mailbox. All mail should be addressed as follows:

Student Name  
Carlow University  
3333 Fifth Avenue  
Pittsburgh, PA 15213

Hours: Monday – Friday  
8:00 a.m. - 4:00 p.m.

Note: Tampering with mail may result in disciplinary action, termination of the residence hall contract, and/or charges issued through the campus police department.

## **Common Areas**

There are lounges, laundry rooms, and bathroom facilities on each wing of the residence hall. Washers and dryers are located in the laundry rooms and are entered by card access. Lewd, indecent, or disruptive behavior in common area spaces is prohibited. All university policies apply to common areas.

Each residence hall wing has a common bath with a number of sinks, toilets, and showers. The shower stalls are single occupancy only. Under no circumstances may two or more people be in the shower together. Failure to comply with the policy shall result in disciplinary action. Members of the opposite sex are not permitted in the common area floor restrooms.

## **Repairs**

When a room or other area of the residence hall needs to be repaired, requests for such work should be made through the RA or Office of Student Affairs, in the event of an emergency, to the front desk at x6007. University personnel and contractors can be found in the building at all hours of the day for repairs and the checking of complaints or concerns. The facilities department receives all work orders.

**Solicitation**

As a general rule, only recognized Carlow organizations may solicit funds on campus, and may only solicit in designated spaces and within established parameters. All fundraising activities must have prior approval by the Student Affairs office.

**Housing Contract/Termination of Housing Contract**

The housing contract is a legally binding contract; this lease of space from the University is valid only during times when classes are in session. The contract is signed prior to student move-in. The University may terminate the Housing Contract at any time for violation of University or residence hall regulations, policies, and procedures, or any other reason deemed sufficient by University officials. Students whose Housing Contracts are terminated must vacate their rooms as directed after being notified of the termination. Students will not be permitted to move back in to the residence hall each semester unless all prior obligations to the University have been satisfied.

**Storage**

All personal belongings must be removed from students' rooms at the end of the academic year. No items may be left in storage in rooms previously occupied, nor in rooms assigned for the next academic year. Students may only keep personal belongings in one residence hall room, even if they reside in the residence hall during the summer months. The University assumes no responsibility for personal belongings left in the residence hall after the assigned move out date.

**Vacation Periods**

The residence halls are closed for designated holiday breaks (Thanksgiving, Christmas, and Spring Break). Students are expected to make travel arrangements in advance so they are prepared to leave at the appropriate time. A written request to Residence Life must be made by those needing to remain past the hall closing time due to special circumstances, but students should not expect to remain in the residence halls during breaks. All campus facilities are closed during breaks.

**Damage Assessment Fees**

Students are responsible for any damage that may occur in their room, and will be billed accordingly. University officials, including RAs, may enter a room for the health, safety, or welfare of students, the performance of maintenance, or the enforcement of University regulations.

### **Room Inspection**

Announced or unannounced room inspections may be made throughout the year. Tampering with any residence hall door to hinder entry/exit is strictly prohibited, and will result in a charge for any resulting damage and/or disciplinary action. Students' rooms should be kept clean to preclude health hazards.

### **Babysitting**

Residents may not perform babysitting services within the residence halls, including for members of their own families. Children under 12 are not permitted to remain overnight in the residence halls and must be accompanied at all times.

### **Social Media**

The University does not routinely monitor the social media activities of residence hall students or other members of the community. However, if online harassment or threatening behavior, or another violation of campus policy, is brought to the attention of a University official, action may be taken in accordance with the Code of Conduct.

### **Cohabitation**

Under no circumstances may anyone other than assigned residential students live together in a University residence hall room. Failure to comply with the policy shall result in disciplinary action.

### **Quiet and Courtesy Hours**

Courtesy hours are in effect at all times. To ensure that students have the opportunity for quiet time for study and relaxation in the residence hall, quiet hours of 10:00 p.m. – 10:00 a.m. on weeknights (Sunday – Thursday) and 12:00 a.m. – 10:00 a.m. on weekends (Friday and Saturday) are posted throughout the building. Twenty-four hour quiet hours are in effect during final exam week. Additionally:

- Residents of each floor under the leadership of the RA, may plan a mutually agreeable system for additional quiet hours. These hours are to be posted on each floor.
- All residents have the responsibility of maintaining quiet and courtesy hours. RAs will address any violations they encounter, and violators of quiet or courtesy hours may be subject to conduct procedures.
- Any noise (music, TV, etc.) during quiet hours that can be heard in the hall from more than two doors down the hallways is considered to be too loud. Students who wish to listen to loud music must use headphones.
- No phone conversations are permitted in the hallway during quiet hours.

## Visitation Policy and Procedures

To ensure that visitors to the residence hall do not compromise the safety or privacy of resident students, all students shall have the privilege of visitation in accordance with the general policies of the residence hall. Emergency Police and RAs are responsible for supervising visitation in the residence hall. Guest visitation is permitted as follows:

- In room guests are at the discretion of the roommate(s).
- The host must escort his/her visitor at all times. The host will ensure that visitors do not violate the privacy of other residents on the floor.
- Guests are to enter the residence halls via the main driveway lobby entrance only and must remain in the lobby until their host arrives to sign them in at the dispatch desk prior to escorting them to their room.
- Each resident must sign in their guests upon their arrival and sign them out upon their departure. Each resident is responsible for the actions of their guests, including damage, noise or any other policy violation. Guests must be signed out by midnight on weeknights (Sunday –Thursday) and 2:00 a.m. on weekends (Friday and Saturday).
- When signing in, the host will record the resident student's name, room number and the name and ID of all guests, along with the date and time. Failure to provide complete information will result in a visitation violation.
- All guests must relinquish a picture ID when signing in. In the event a visitor does not have a picture ID, the host must leave an ID in order to sign the guest in. Only one guest may be admitted if the host's ID is used. Picture IDs will be returned upon signing out of the residence hall.
- Each resident may sign in three (3) guests at a time. Only one guest can be signed in if the host uses his/her Carlow University ID.
- If leaving the residence hall with the intent of returning after the posted sign-in time, the visitor's ID will be exchanged with the host's ID. The host and guest will then be admitted into the lobby on the extended visitation pass.
- Compliance with the visitation policy is required of all students. Those who demonstrate an unwillingness to comply will be subject to visitation violation warnings, citations, or have visitation privileges revoked, based on the severity of the incident. Visitation violations are issued by RAs and followed up by a member of the Residence Life staff.

Visitors to the residence hall must get a temporary parking permit from the dispatcher before parking their vehicles in campus parking lots. Visitors must obey all the rules and restrictions concerning parking on campus, or be subject to fines and/or towing.

Remember, guests in the residence hall are the resident's responsibility. Guests are not permitted to disrupt the living arrangements and/or privacy of the floor or its residents.

### **Overnight Visitation**

Resident students are permitted to have overnight guests two (2) times every week (Sunday – Saturday). Students are not permitted to have overnight guests for more than two consecutive nights. Students must sign in their guests by (12:00 a.m. on weeknights and 2:00 a.m. weekends) and must sign out their guests by 12:00 p.m daily. Students who do not comply with the visitation policy may lose their overnight visitation privileges. Permission to host overnight guests is at the discretion of the roommate(s).

## **HEALTH AND SAFETY**

### **Clothing and Footwear in Public Areas**

For health and safety reasons, footwear must be worn in all lobbies, lounges, and public areas. Footwear must also be worn during a fire or other evacuation emergency.

Hallways of the residence halls are considered common (public) areas, and students are expected to dress appropriately when outside their rooms. It is recommended that, at minimum, a bathrobe and footwear be worn in lounges, laundry rooms, elevators, halls, and stairwells of the residence hall.

### **Smoking**

Carlow University is tobacco and smoke free. No smoking, vaping or use of tobacco or any other smokable product is allowed in the residence halls (see university smoking policy). Marijuana or other recreational drug use is strictly prohibited.

### **Fire Prevention**

In order to reduce the chance of fire in our residence halls the following regulations are in place:

- Cooking is prohibited in student rooms.
- Any appliance with an exposed heating element is prohibited
- Electric circuits should not be overloaded.
- One three-way extension per two-plug outlet is the maximum allowed.
- All electrical appliances must be kept in good working condition and are subject to inspection by University officials.
- Metal wastebaskets are recommended in student rooms.
- The burning of candles and incense in the residence hall is strictly prohibited.

### **Hall Sports**

Sporting activities are not permitted in the residence hall. This includes dribbling balls, rollerblading, Frisbee throwing, etc. Exercise equipment (i.e., stationary bikes, treadmill) is permitted in individual student rooms only with the agreement of the roommate(s) and with the approval of Student Affairs.

### **Climbing and Scaling Walls**

Climbing, scaling, or rappelling from residence hall walls or roofs is prohibited. Persons who engage in such activities shall be subject to disciplinary action.

### **Residence Hall Security**

A Carlow ID card must be used to obtain access to the residence halls at all times. The main entrance to Frances Warde Hall is monitored by Police personnel 24 hours a day. In addition, this area is secured via a public surveillance system. An elevator card access system is in place for security reasons. There is a replacement fee of \$15 for lost or stolen cards.

The ground floor door to the residence hall is locked at all times. A Carlow ID card must be used to obtain access between the hours of 6 a.m. to 9 p.m. After 9 p.m. all students must enter the building by the front door, third floor entrance. Anyone caught propping the door, allowing other students or non-residents access, or entering through that door after 9 p.m. will be subject to Student Conduct procedures and consequences.

### **Residence Hall Safety**

Within the residence hall, any and all safety, medical, and/or security emergencies should be directed to 412.578.6007. There is an emergency dispatcher on duty 24 hours per day who can quickly contact campus police, paramedics, and/or the fire department. The dispatcher can provide emergency personnel with detailed directions to facilitate emergency assistance.

### **Floor and Hall Meetings**

Safety, security, and other important topics are discussed at floor and hall meetings. Residents are required to attend and are responsible for the information disseminated at all meetings. A resident who has a schedule conflict with a floor or hall meeting should inform the RA and arrange time with the RA individually.

### **University and Resident Property**

#### **Damage to University Property**

Damage or theft of University property occurring in common areas is the joint responsibility of the occupants sharing the facilities. Occupants will be billed for damage or theft. Damage or

theft in lounges, study rooms, and bathrooms, etc., located on the living areas of the residence hall, will be billed to students living in that area. Misuse or abuse of facilities (i.e., TV lounges, study lounges, hallways, laundry rooms, elevators, etc.) may result in damage charges and/or result in the restriction of its use.

### **University Furniture**

All University furniture must remain in the room unless permission to remove it is granted by a member of the Office of Residence Life. Lounge and other university furniture not designated to student rooms are not allowed in residence rooms.

### **Screens/Windows/Signs**

Window screens are not to be removed. No objects (including liquids) may be thrown or dropped from windows.

### **Lofts and Beds**

Beds cannot be disassembled or altered in any way. Mattresses cannot be kept on the floor and beds cannot be bunked together. Waterbeds are prohibited. All furniture present in residence hall rooms upon check-in must remain in the room at all times, and there is no storage provided for unwanted furniture. Students will be charged for missing or damaged furniture at the time of move-out.

### **Air Conditioners**

Each room in the residence hall is equipped with an air conditioner. The unit is installed and maintained by the University's Facilities Department. Resident students are not permitted to install personal air conditioning units.

### **Insurance Responsibility and Personal Property Liability**

The University assumes no legal responsibility for the loss of or damage to personal property due to insufficient or excessive heat, fire, smoke, water, the elements, or action of third persons. Residents should carry insurance protection for their personal belongings.

### **Animals**

No animals or pets, including laboratory specimens, are permitted in the residence hall, with the exception of fish in an aquarium not to exceed 20 gallons. During extended breaks/vacations, residents are not required to unplug the aquarium. Students who have a qualified, documented disability that necessitates a trained Service Animal, or who make a request for another type of assistance animal should review and follow the policy on the Disability Services Website at [http://www.carlow.edu/Disabilities\\_Services.aspx](http://www.carlow.edu/Disabilities_Services.aspx). No assistance animals will be

approved for students on the Carlow University campus without proper documentation and approval from the Disability Services office.

### **Bicycles**

Personal bicycles must be stored in student rooms. They may not be kept in lounges, stairwells, or halls. By parking your bicycle at Carlow, you agree to abide by the following expectations:

- Bicycles must be appropriately secured at all times.
- Bicycle racks are available for student use behind A. J. Palumbo and in front of Dougherty Hall. Bicycles are not allowed to be parked in campus common areas, against railings, against trees, poles, pipes, trash cans or any other fixed object. You are responsible for locking your own bicycle.
- If your bicycle is improperly parked, or if for any reason the University needs to move your bicycle, the police will remove the lock and impound the bicycle. The University reserves the right to remove any bicycle that is not properly stored at the owner's risk.
- The University assumes no responsibility for bicycles parked on the Carlow University campus.

### **Electrical Appliances**

The safe and proper operation and maintenance of electrical or electronic appliances are the responsibility of the student. The following guidelines apply:

- Only one television per resident is permitted. Students may not connect a TV, stereo or other device to the cable of the TV in the TV lounge. Also, TV/radio antennas or wiring are not permitted out the window or in the hallways.
- Each room is supplied with a microwave and refrigerator by the University. Students are not permitted to bring additional microwaves or refrigerators into the residence hall.
- All electrical appliances must be kept in good working condition and are subject to inspection by University employees, including RAs. The University also reserves the right to confiscate unauthorized electrical appliances.

The following electrical appliances are permitted in the residence halls:

- Irons (permitted only in laundry rooms)
- Televisions/DVD players/other small electronics
- Personal computers/printers

- Personal care appliances such as hair dryers, curling irons, and hair straighteners are permitted but must always be unplugged when not in use. Special caution should be used when using aerosol products with hair appliances, since they can easily trigger the fire alarms. A student who repeatedly sets off a fire alarm by using aerosol products or hair appliances may be assessed for the cost.

Residents are not permitted to use the following appliances:

- Electric mattress pads or electric blankets
- Electric potpourri pots
- Kerosene or electrical heaters
- Appliances with an open or exposed heating element
- Appliances that produce grease
- Octopus-type electric plugs
- Air conditioners
- Sun or halogen lamps
- Toasters and toaster ovens

## **Meal Plans**

### **Meal Plan Information for Residents**

Carlow University resident students are required to participate in one of the meal plans offered on campus. The three options of 10, 15, 19 meals per week each have a flex dollar amount option. Flex dollars can be used at The Frank B. Fuhrer Commons Café (University Commons) and the Celtic Café (A.J. Palumbo Hall of Science and Technology). The meal plan is only available when the residence halls are open during the academic year. If you have classes scheduled during a meal, please talk to the General Manager of Food Service to make arrangements for getting a meal outside of that time frame. Exceptions to this policy are made for health reasons only and must be approved by the Vice President for Student Affairs. Related letters and medical documents should be submitted to the Vice President for Student Affairs.

### **Dining Hall Regulations**

Dining Hall regulations apply to Tiernan Cafeteria, Frank B. Fuhrer Café, and the Celtic Café. Students cannot use meal swipes to purchase meals for another student or visitor. Five guest passes are provided to each student per semester to use at their discretion. Your ID card functions as your meal card.

It is Federal law that shoes must be worn at all times in food service and dining areas. Food service items (silverware, plates, glasses, trays) cannot be removed from campus dining rooms. Transfer of a meal card, or the use of a meal card by anyone other than its owner, is prohibited. Throwing of food and/or equipment and supplies is prohibited. Willful destruction of equipment and supplies is prohibited. Sharing food with non-paying visitors constitutes cause for disciplinary actions.

Violation of the above regulations can result in possible disciplinary action, loss of dining privileges, and/or charges brought forth in conjunction with campus police. Take away trays can be obtained by making special arrangements and bag lunches can be obtained in special cases when a student must be in class or off campus for a school function during dining hall hours.