

Clarion University
Council of Trustees' Regular Meeting
108 Eagle Commons
Clarion, PA 16214
Thursday, July 18, 2019
2:00 p.m.
Agenda

Pledge of Allegiance

Call Meeting to Order and Roll Call of Board Members

Public Comments

Consent Agenda Chair, JD Dunbar

1. Approval of the April 18, 2019, meeting minutes – See Item 1
2. Approval of the Order of Succession Plan 2019-2020 – See Item 2
3. Approval of the Student Code of Conduct and Committee Standards – See Item 3, 4 & 5

RESOLVED, that the Council of Trustees, Clarion University, approve the Consent Agenda for July 18, 2019.

Committee Reports

1. Executive CommitteeJD Dunbar
2. Facilities Committee Larry C. Pickett
 1. Approval of the Trustee Facilities Report – See Item 6

Report of Student AffairsSusanne Fenske

Report of Faculty SenateJim Lyle

Report of Academic AffairsPam Gent

Report of the PresidentPresident Pehrsson

Report of University Advancement Jim Geiger

Report of Council ChairJD Dunbar

Report of Enrollment ManagementDavid Dollins

Report of the Board of Governors..... Neil Weaver

Report of PACT Milissa Steiner Bauer

Report of the Clarion University Foundation, Inc. Milissa Steiner Bauer

Report of Finance, Administration and Facilities Len Cullo

1. Grant Awards and Contracts – See Item 7
2. Status of Facilities Report – See Item 8

Other Business JD Dunbar

1. Unfinished Business
2. New Business

Human Resources – See Item 9

Important Dates

1. Upcoming meetings of the Council of Trustees' - September 19 & November 21
2. New Student Convocation – August 23
3. Fall 2019 Semester Start – August 26
4. Autumn Leaf Festival – September 28 – October 6
5. PACT Conference - September 10 at SRU
6. President's Evaluation due to Chancellor – October 15
7. Trustees Annual Fall Retreat – October 31 & November 1
6. Winter Commencement – December 14: 10am & 2pm

Adjournment

**MINUTES OF THE MEETING OF THE COUNCIL OF TRUSTEES
CLARION UNIVERSITY OF PENNSYLVANIA
THURSDAY, APRIL 18, 2019
108 EAGLE COMMONS
CLARION, PA 16214
PUBLIC MEETING
7:00 P.M.**

I. RECORDING OF ATTENDANCE

Chairwoman JD Dunbar called the meeting to order at 7:02 p.m. with the following Trustees present:

Mrs. Milissa Steiner Bauer, Vice Chairwoman
Ms. JD Dunbar, Chairwoman
The Honorable R. Lee James
The Honorable Donna Oberlander
Mr. Larry Pickett
Mr. Tree Zuzzio

The following Trustees were absent:

Mrs. Susanne Burns
Mr. James Kifer, Secretary
Mr. Howard Shreckengost
Mr. Neil Weaver

The following members of the University administration attended the meeting:

Dr. Dale-Elizabeth Pehrsson
Dr. Jeffery Allen, Dean, Health and Human Services
Mr. Len Cullo, Vice President, Finance and Administration
Mr. David Dollins, Associate Vice President, Enrollment Management
Dr. Pam Gent, Interim Provost and Academic Vice President
Dr. Susanne Fenske, Vice President, Student Affairs
Dr. Phillip Frese, Dean, College of Business and Information Sciences
Mr. James Geiger, Vice President, University Advancement
Dr. Steven Harris, Interim Dean, College of Arts, Education and Sciences

II. PUBLIC COMMENTS – NONE

Chairwoman Dunbar called on Dr. Frese who introduced faculty and student guests who were present at the meeting. Dr. Chad Smith, Dr. Tony Vega, Ms. Taylor Mahan and Ms. Olivia Keltz spoke to the trustees of their experience studying abroad in Portugal last August.

Dr. Frese also introduced Dr. Nripendra Singh, a new faculty member in the marketing and management departments, who talked about his marketing projects with local businesses and the impacts.

Dr. Fenske introduced her student-in-the-spotlight Wandy Ortega Lopez who talked about her Clarion experience as a community assistant.

III. APPROVAL OF THE CONSENT AGENDA

Chairwoman Dunbar presented the items on the Consent Agenda and asked if any items needed to be removed for further discussion.

1. Approval of the February 21, 2019, meeting minutes.
2. Approval of Student Fees for 2019-2020 Academic Year.

A motion was made by Trustee Oberlander, seconded by Trustee James, to remove Item #2 Student Fees for further discussion.

Trustee Oberlander asked for Student Trustee Zuzzio's feedback on the fees that were being proposed. Mr. Zuzzio noted that the fees were not being increased and he, representing the student body, was satisfied with the proposed fees. Dr. Fenske also explained that part of our tactic to promote student affordability was to not raise fees for the next academic year. Trustee Oberlander thanked everyone for their explanation.

Chairwoman Dunbar then presented each item separately from the Consent Agenda for approval.

A motion was made by Trustee Bauer, seconded by Trustee Zuzzio, to approve the February 21, 2019 meeting minutes. The motion carried unanimously.

A motion was, then, made by Trustee Weaver, seconded by Trustee James, to approve the proposed student fees for the 2019-2020 academic year. The motion carried unanimously.

IV. Committee Reports

1. Executive Committee

The Executive Committee met on March 29 and those minutes will be forwarded to the trustees.

2. Nominating Committee.

Trustee James reported on the Nominating Committee that met earlier that evening. He presented the following proposed slate of Council of Trustee officers for 2019-2020:

Ms. JD Dunbar
Ms. Milissa Steiner Bauer
Mr. James Kifer

Chairperson
Vice Chairperson
Secretary

A motion was made by Trustee Oberlander, seconded by Trustee James, to approve the proposed slate of officers for the 2019-2020 as presented by the Nominating Committee. The motion carried unanimously.

V. REPORT OF THE BOARD OF GOVERNORS

Trustee Weaver reported that Clarion was well represented at Advocacy Week in Harrisburg with five students in attendance. Recently the BOGs approved giving universities more flexibility and allowing them to set their own tuition rates. This will take effect in the year 2020.

VI. REPORT OF ACADEMIC AFFAIRS

Dr. Gent noted that the faculty and staff scholarship recognition awards took place on April 16. She distributed a list of faculty and staff accomplishments and highlighted some of those to the trustees. She updated the trustees on the dean of AES search and reported that we should have a decision in the next couple of weeks. The associate provost search is underway and we are hoping to have someone in that role by June. She asked every department to present their goals as to how they will strive toward student affordability.

VII. REPORT OF THE PRESIDENT

President Pehrsson noted we are wrapping up academic traditions and gearing up for commencement on May 4. She participated in the Nursing Honor Society ceremony in which they inducted her via virtual ceremony. Phi Kappa Phi upped their student engagement and some of their students received larger scholarships. They were recently recognized as a “gold” chapter member. Chancellor Greenstein was on campus yesterday to meet with various constituents and ended with an open forum.

The True North Initiative presented their work to the PEC bringing six priorities forward. PEC will meet on April 29 to review and move forward with their timeline. She noted that our Public Safety was recognized as one of the safest schools in American according to two organizations that have included Clarion on national lists highlighting safety.

VIII. REPORT OF STUDENT SENATE

Ms. Shepherd reported that Senate allocated \$10,000 to student organizations for next year’s budget. Next week is the annual Safety Walk across campus with Public Safety. They reviewed 14 applications for students in need of bookstore scholarships. They recently held elections and she is happy to report she was

elected to return as president of Senate for the next academic year. They will also be participating in the Reinhard Awards on April 24.

IX. REPORT OF FACULTY SENATE

Dr. Lyle noted they have two faculty members on the provost search committee. They are reviewing the General Education assessment and recently elected new leadership for the Senate for next year. He distributed the Resolution of the Faculty Senate regarding course materials on their efforts toward student affordability.

X. REPORT OF COUNCIL CHAIR

Chairwoman Dunbar reported that the trustees recently attended the President's Inauguration and the gala recognizing student scholars and their benefactors. She presented at the PACT meeting on trustee accountability. She then asked Trustee Zuzzio to read the letter from student Andrew Gilara that he wrote to the President and Dr. Bob for so graciously having him to dinner. Andrew is the student who named the "Eaglemobile."

XI. REPORT OF ENROLLMENT MANAGEMENT

David Dollins noted that he presented to the Trustees at the workshop earlier this afternoon. They recently launched their verification software to approve student financial aid more timely and the clear cost calculator that will give students a real cost to go to college. They have an open house scheduled on April 27 with 142 students registered.

XII. PACT REPORT

Trustee Bauer reported that Clarion was well represented at last week's PACT meeting. They developed trustee accountability measures. Trustee Zuzzio added that the measures were added to ensure student voices are being heard.

XIII. REPORT OF THE UNIVERSITY FOUNDATION, INC.

Trustee Bauer noted that she had attended her first meeting of the Foundation Board, Inc. She had no items to report.

XIV. REPORT OF UNIVERSITY ADVANCEMENT

President Pehrsson provided Mr. Geiger's report in his absence. She announced that we hosted 25 alumni events with 1,630 in attendance; through March 31, we raised \$1.79 million, the highest since FY 2013; the Golden Eagle Rising campaign picked up four spaces that were named; and we are stepping up our marketing and communication coverage with departments across campus.

XV. REPORT OF FINANCE AND ADMINISTRATION

Len Cullo reviewed the Facilities Project Report emphasizing that they are working on the ADA accessibility improvements and the work at Venango campus.

XVI. REPORT OF STUDENT AFFAIRS

Dr. Fenske reported they recently launched the online orientation to help incoming students become familiar with campus housing virtually. They will be installing an outdoor recreation court this summer in the green space next to the Rec Center. Recently, the media reached out to Residence Life to do a story of the pet-friendly housing. That will be aired on May 10.

XVII. UNFINISHED BUSINESS – NONE

XVIII. NEW BUSINESS – NONE

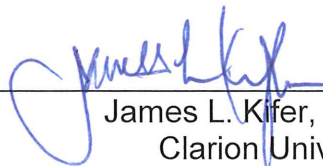
XIV. ADJOURNMENT AND NEXT MEETING

A motion was made by Trustee Zuzzio, seconded by Trustee Bauer, to adjourn the meeting. The motion carried unanimously.

Meeting adjourned at 9:26 p.m.

The next meeting of the Council of Trustees will be Thursday, July 18, 2019.

Respectfully submitted



James L. Kifer, Secretary
Clarion University
Council of Trustees

Clarion University of Pennsylvania Senior Officers Order of Succession

In the absence of Dr. Dale-Elizabeth Pehrsson, President, the following individuals will assume responsibility for the operation of the university in the order listed:

Mr. James M. Geiger, Vice President for University Advancement

Dr. Susanne K. Fenske, Vice President for Student Affairs

Mr. Leonard A. Cullo, Jr., Vice President for Finance & Administration

Dr. Pamela Gent, Provost/Vice President Academic Affairs

Mr. David Dollins, Associate Vice President for Enrollment Management

Summary of 2019/2020 Changes to Student Code of Conduct

- Changed “Office of Judicial Affairs” to “Office of Student Conduct & Community Development” to reflect departmental name change
- Title IX Process updated to reflect the procedures that we use at Clarion University
 - Code of Conduct originally stated that the investigator of the incident would provide a finding, which is not accurate. The investigator prepares a report of the investigation, which may be submitted to the Office of Student Conduct and Community Development for a University Conduct Board to review and provide a finding on.
- Students can no longer appeal disciplinary warnings, which are issued for low level, residence hall violations (ex: improper checkout of residence hall, noise violation, prohibited items – candles, too many refrigerators, etc.). Disciplinary warnings are not released as part of a student’s disciplinary record.
- Clarified language related to “educational conferences” as the name for the University’s only type of administrative hearing.
- Updated website aliases in the Code documents to reflect the new alias for Student Conduct and Community Development: www.clarion.edu/conduct
- Anti-Hazing Policy in the Community Standards was updated to reflect the new PA Anti-Hazing Law.
- Greek Letter organizations are required to submit a copy of their National organization’s risk management policy on a yearly basis. It is due by the end of the fourth week of classes for each fall semester.
- Changed references to the “Center for Leadership and Involvement” to “Department of Student Engagement & Development” to reflect departmental name change.
- Preliminary grade reports for Greek organizations are to be completed 30 business days following the conclusion of each semester.

The Clarion University Student Code of Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

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PREFACE

Core Values of Student Conduct at Clarion University

- **Integrity:** Clarion University students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Community:** Clarion University students build and enhance their community.
- **Social Justice:** Clarion University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect:** Clarion University students show positive regard for each other, for property and for the community.
- **Responsibility:** Clarion University students are given and accept a high level of responsibility to self, to others and to the community.

Clarion University students are responsible for knowing the information, policies and procedures outlined in this document. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online www.clarion.edu/studentrights for the updated versions of all policies and procedures.

Clarion University: Student Code of Conduct

SECTION 1: MISSION

The Clarion University community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Conduct and Community Development is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community.

A community exists on the basis of shared values and principles. At the University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Student Code of Conduct*. These standards are embodied within a set of core values that include integrity, community, social justice, respect, and responsibility.

Each member of the University community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the *Student Code of Conduct*.

The student conduct process at the University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with University policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of University policy without information showing that it is more likely than not

that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

SECTION 2: JURISDICTION

Students at the University are provided a copy of the *Student Code of Conduct* annually in the form of a link on the University website. Hard copies are available upon request from the Office of Student Conduct & Community Development. Students are responsible for having read and abiding by the provisions of the *Student Code of Conduct*.

The *Student Code of Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all University-recognized students, recognized student organizations and clubs. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures and should the former student be found responsible, the University may revoke that student's degree.

The *Student Code of Conduct* applies to behaviors that take place on the campus, at University-sponsored events and may also apply off-campus when the Director of Student Engagement & Development (or designee) determines that the off-campus conduct affects a substantial University interest.¹ The University does routinely review public information contained in local news which may pertain to student conduct. A substantial University interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or

¹ Adapted, with gratitude, from Penn State University.

- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the University;

The *Student Code of Conduct* may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials. However, most online speech by students not involving University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals.”
- Speech posted online about the University or its community members that causes a significant on-campus disruption to normal operations.

The *Student Code of Conduct* applies to guests of community members and Recognized Student Organizations/Registered University Organizations whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers and high school bridge/extension/partner/Upward Bound/Trio/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of the University may seek resolution of violations of the *Student Code of Conduct* committed against them by members of the University community.

There is no time limit on reporting violations of the *Student Code of Conduct*; however, the longer someone waits to report an offense, the more difficult it becomes for University officials to obtain information and witness statements, and to make determinations regarding alleged violations.

Though anonymous allegations are permitted, doing so may limit the University's ability to investigate and respond to an allegation. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct & Community Development and/or to University Police.

A responding student facing an alleged violation of the *Student Code of Conduct* is not permitted to withdraw from the University until all allegations are resolved.

University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their University email address.

SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the *Student Code of Conduct*. When an offense occurs over which the University has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal allegation that may arise from the same incident.

The University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or allegation. (additional grounds for interim suspension are outlined below, on p. 42.) Interim suspensions are imposed until a hearing can be held, typically within 10 days unless there are extenuating circumstances warranting an extension (22 Pa. Code § 505.9²). Within that time, the suspended student may request an immediate hearing from the Director of Student Engagement & Development to show cause why the interim suspension should be lifted. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and/or if the University is delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the University will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. A short delay for allegations involving sexual misconduct offenses to allow law enforcement to complete evidence gathering for

² <http://www.pacode.com/secure/data/022/chapter505/chap505toc.html>

purposes of criminal prosecution is permitted, though implementation of short-term or initial remedies is typically not delayed.

Students accused of crimes may request to take a leave from the University until the criminal charges are resolved. In such situations, the University procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial;
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

SECTION 4: THE POLICIES

A. Core Values and Behavioral Expectations

The University considers the behavior described in the following sub-sections as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students regardless of learning environment, whether undergraduate, graduate, doctoral, professional, part time, or full time. The University encourages community members to report to University officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Conduct Procedures.

Integrity: University students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

- 1) **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.

- 2) **Academic Dishonesty.** Acts of academic dishonesty as outlined in the *Code of Academic Integrity*.
- 3) **Unauthorized Access.** Unauthorized access to any University building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any University building or failing to timely report a lost University identification card or key. Unauthorized access also applies to non-University property that a student is not permitted access to.
- 4) **Collusion.** Action or inaction with another or others to violate the *Student Code of Conduct*.
- 5) **Trust.** Violations of positions of trust within the community.
- 6) **Election Tampering.** Tampering with the election of any University-recognized student organization.
- 7) **Taking of Property.** Intentional and unauthorized taking of University property or the personal property of another, including goods, services and other valuables.
- 8) **Stolen Property.** Knowingly taking or maintaining possession of stolen property.

Community: University students build and enhance their community. Behavior that violates this value includes, but is not limited to:

- 9) **Disruptive Behavior.** Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or non-University related activities which occur on or off campus.
- 10) **Rioting.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
- 11) **Unauthorized Entry.** Misuse of access privileges to University premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a University building.

- 12) Trademark.** Unauthorized use (including misuse) of University or organizational names and images.
- 13) Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another.
- 14) Acceptable Use of Technology Resources.** Violating the University Acceptable Use of Technology Resources, found online at: <http://www.clarion.edu/about-clarion/computing-services/about-computing-services/acceptable-use-policy.html>.
- 15) Gambling.** Gambling as prohibited by the laws of the Commonwealth of Pennsylvania. (Gambling may include raffles, lotteries, sports pools and online betting activities. For more information see *Community Standards*.)
- 16) Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, or knives with a blade of longer than four (4) inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on University property³.
- 17) Tobacco.** Smoking or tobacco use including use of electronic smoking devices in any area of campus where smoking or tobacco use are prohibited⁴.

³ Subject, of course, to statutorily conveyed rights to carry/possess weapons on campus and/or in locked vehicles on campus. More information on the University Policy may be found at <http://www.clarion.edu/about-clarion/offices-and-administration/university-support-and-business/human-resources/policies/WEAPONS%20FIREARMS%20AND%20DANGEROUS%20DEVICES%20POLICY.pdf>

⁴ Clarion University of Pennsylvania complies with the Pennsylvania Clean Indoor Air Act. The Clean Indoor Air Act (Act 27 of 2008) prohibits smoking in a public place or a workplace. All University facilities are public and, as a result, smoking is prohibited in all University facilities.

In addition, the University treats smokeless tobacco and electronic smoking devices in the same manner in which other tobacco products are treated. As a result, smokeless tobacco and electronic smoking devices are prohibited in all University facilities.

18) Fire Safety. Violation of local, state, federal or campus fire policies including, but not limited to:

- a) Intentionally or recklessly causing a fire which damages University or personal property or which causes injury;
- b) Failure to evacuate a University-controlled building during a fire alarm;
- c) Improper use of University fire safety equipment; or
- d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment. Such action may result in a local fine in addition to University sanctions.

19) Ineligible Pledging or Association. Pledging or associating with a student organization without having met eligibility requirements established by the University.

20) Animals. Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs), or registered and approved comfort animals, and pets as outlined in the Residence Life and Housing Handbook, are not permitted on campus except as permitted by law.

21) Wheeled Devices. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted for use inside University buildings, University Housing, or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to University property caused by these activities. Self-Balancing Scooters are prohibited for use and/or storage on campus which includes but is not limited to

The prohibition on smoking includes building entrances, areas near windows and/or ventilation units for buildings. In general, student and employees should smoke in areas away from normal building entrance and exit traffic.

The University asks that all students and employees be respectful of others and follow the information outlined above. Students or employees who do not abide by the above expectations may be asked to vacate any of the above areas and/or to relinquish any smoking item while in these areas.

Employees are also reminded that smoking in University owned vehicles is prohibited.

University Housing. Use of a Segway is permitted outdoors and should follow the wheeled devices policy.

Social Justice: Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

22) Discrimination. Any act or failure to act that is based upon an individual or group's actual or perceived status, including sex, gender identity or expression, race, color, age, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or creed, or sexual orientation/affection, predisposing genetic characteristic, or other protected status that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational program or activities.

23) Harassment. Any unwelcome conduct based on actual or perceived status including: race, color, sex, religion, national origin, affectional or sexual orientation, gender identity, age, disability, or veteran status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the reporting party and community.

a) Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational or employment program or activities.

24) Retaliatory Discrimination or Harassment. Any intentional, adverse and/or harassing action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant, or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code.

25) Bystanding.

- a) Complicity with or failure of any student to appropriately address known or obvious violations of the *Student Code of Conduct* or law;
- b) Complicity with or failure of any organized group to appropriately address known or obvious violations of the *Student Code of Conduct* or law by its members.

26) Abuse of Conduct Process. Abuse or interference with, or failure to comply in, University processes including conduct and academic integrity hearings including, but not limited to:

- a) Falsification, distortion, or misrepresentation of information;
- b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
- d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
- e) Failure to comply with the sanction(s) imposed by the campus conduct system; and/or
- f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: University students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

27) Harm to Persons. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

28) Threatening Behaviors:

- a) **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- b) **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

29) Bullying and Cyberbullying. Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

30) Hazing. Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy. (See the *Community Standards* for more information.)

31) Intimate Partner/Relationship Violence. Violence or abuse by a person in an intimate relationship with another. (See the *Community Standards* and Sexual Misconduct Policy for further information.)

32) Stalking. Stalking includes a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear. (See the *Community Standards* and Sexual Misconduct Policy for further information.)

33) Sexual Misconduct. Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation. (See *Community Standards* and Sexual Misconduct Policy for further information.)

34) Public Exposure. Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Responsibility: University students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

35) Alcohol. Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University's Alcohol Policy. (See *Community Standards* for further information.)

- 36) Drugs.** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University's Drug Policy. (See *Community Standards* for further information.)
- 37) Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
- 38) Failure to Comply.** Failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 39) Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.⁵
- 40) Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Conduct & Community Development within seventy-two (72) hours of release. Reporting of off-campus arrests can be done by going to 260 Gemmell Student Center or contacting the Assistant Director of Student Conduct & Community Development by phone or email.
- 41) Other Policies.** Violating other published University policies or rules, including all Residence Hall policies and Student Organization conduct policies.
- 42) Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).

SECTION 5: OVERVIEW OF THE CONDUCT PROCESS

This overview gives a general idea of how the University's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity.

⁵ Recognized Student Organizations and Recognized University Organizations fall outside this scope.

Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of University policies.⁶

NOTICE. Once notice of a potential conduct violation is received from any source (alleged reporting party, Community Assistant (CA), Security Aid (SA), third party, online, etc.), the University may proceed with a preliminary inquiry and/or may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information.

A. STEP 1: Preliminary Inquiry and/or Educational Meeting/Conference

The University conducts a preliminary inquiry into the nature of the incident, allegation or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

- 1) A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the *Student Code of Conduct*, (e.g.: for reasons such as mistaken identity or allegations of behavior that fall outside the code);
- 2) A more comprehensive investigation, when it is clear more information must be gathered (see detailed procedures below); or
- 3) A formal allegation of a violation and/or an educational conference with the responding student.

When an initial educational meeting/conference is held, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation (see immediately below); or

⁶ In Title IX related issues, the “administrator” is any “mandated reporter” as defined under Title IX and/or campus policy.

- A decision to proceed with additional investigation and/or referral for a “formal” resolution through the University Conduct Board process.

If a decision to not pursue on the allegation is made and the finding is that there is insufficient evidence to support charges under the *Student Code of Conduct*, the process will end. The reporting party may request that the Title IX Coordinator or designee reopen the investigation and/or grant a hearing. This decision shall be in the sole discretion of the Title IX Coordinator or designee and will only be granted for extraordinary cause. If the University’s finding is that the responding student is in violation, and the responding student accepts this finding within three days, the University considers this an “uncontested allegation.” The administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.⁷

If student accepts the findings, but rejects the sanction, the University will conduct a sanction-only hearing conducted by a University Conduct Board which will determine a sanction for the case. Students still may appeal the decision of the University Conduct Board to an Appeals Officer. Once the appeal is decided, the process ends.

If the administrator conducting the educational conference determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding in whole or in part, then it is considered a contested allegation and the process moves to Step 2.

B. STEP 2: Formal Hearing

In a contested allegation, additional investigation may then be commenced and/or a hearing may be held when there is reasonable cause to believe that a policy or policies have been violated. A formal notice of the allegation will be issued, and a hearing will be held before the University Conduct Board (UCB), which issues a finding.⁸ If the finding is that the responding student is not responsible, the process ends. Applicable appeals options are described below.

⁷ In cases of minor misconduct, both steps in this paragraph can be accomplished in one meeting.

⁸ The findings of the hearing should only be overturned or modified when necessary to conform to Title IX and/or to repair error that would result in appeal.

C. STEP 3: Review and Finalize Sanction(s).

If the student is found in violation(s), sanctions will be determined by the UCB except in situations covered by Title IX as it relates to sexual misconduct. Sanctions for cases involving sexual misconduct are recommended by the UCB to the Title IX Coordinator who will review and finalize the sanctions. This decision is subject to the University appeals process by the responding party/parties and reporting party/parties.

SECTION 6: STUDENT CONDUCT AUTHORITY

A. Authority

The President has delegated authority over student conduct to the Vice President for Student Affairs. The Vice President for Student Affairs appoints a Director of Student Engagement & Development to oversee and manage the student conduct process. The Director of Student Engagement & Development may appoint administrative hearing and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process. All appeals are considered at the level of the President.

The Director of Student Engagement & Development (or designee) or Title IX Coordinator, as appropriate, will assume responsibility for the investigation of an allegation of misconduct to determine if the allegation has merit.

B. Gatekeeping

No allegation will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or reporting party's statement. An allegation wholly unsupported by any credible information will not be forwarded for a hearing.

C. Conflict Resolution Options

The Director of Student Engagement & Development, or designee, has discretion to refer an allegation for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing;

however, at no time will allegations of physical sexual misconduct or violence be mediated as the sole institutional response. The Director of Student Engagement & Development, or designee, may also suggest that allegations that do not involve a violation of the *Student Code of Conduct* be referred for mediation or other appropriate conflict resolution.

D. Composition of the University Conduct Board (UCB)

The Director of Student Engagement & Development, or designee, will be responsible for assembling the UCB according to the following guidelines:

- 1) The membership of the UCB is selected from a pool of faculty, staff and students who are appointed and trained annually by the Director of Student Engagement & Development or designee.
- 2) For each allegation, a UCB will be chosen from the available pool, and is usually comprised of two student members, three faculty/staff members or administrators, and one faculty/staff member or administrator to chair the hearing in a non-voting capacity. Availability may determine a different composition for the UCB, and in allegations involving discrimination, sexual misconduct, or other sensitive issues, the Director of Student Engagement & Development or designee will usually use three faculty/administrative/staff members for the panel and a chair. The Director of Student Engagement & Development or designee appoints the non-voting chair of the UCB, who assures that University procedures are followed throughout the hearing. An alternate will also be selected for each UCB when possible.
- 3) Members are drawn from the panel pool, with the only requirement being that they be objective about the individuals involved in the case.

Responding students and any reporting parties may request removal based on substantive reasoning. The Director of Student Engagement & Development (or designee) will make this final decision for removal. An all faculty/administrative/staff panel is used to hear sensitive issues involving sexual misconduct. The Director of Student Engagement & Development will determine when an all professional staff UCB will be required.

The Director of Student Engagement & Development (or designee) will have final authority to approve all those serving on the UCB. The non-voting advisor to the Board is the Director of Student Engagement & Development (or designee) with responsibility for training the Board, conducting preliminary investigations, and ensuring a fair process for the reporting party and responding student. In the event of a resignation from the Board, the Director of Student Engagement & Development (or designee) will solicit a replacement from the group from which the representative came. Decisions made, and sanctions imposed, by the Board or an AHO will be final and implemented, pending the normal appeal process. At the discretion of the Director of Student Engagement & Development (or designee), implementation of sanctions may be stayed pending review.

E. Administrative Hearing Officers

Administrative Hearing Officers (AHO) are chosen from a pool of annually trained administrators or staff members selected by the Director of Student Engagement & Development. AHOs are professional hall staff and/or graduate students and/or approved paraprofessional staff, staff from Student Conduct & Community Development, and designated staff at the Venango College. Other full time professional staff may be designated as necessary and are generally members of the University Conduct Board pool.

F. University Conduct Board Pool

To serve in the panel pool, students must:

- 1) Be in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.0. Students' GPAs will be checked once grades are released at the conclusion of each semester.
- 2) Be in good standing with the conduct process throughout the semester in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel. A serious history of misconduct could disqualify a student for service. This includes repeated student misconduct and/or violations of Academic Integrity.
- 3) Submit a letter of recommendation from a faculty member or administrator from within the University community.

Student Senate provides students appointed to serve on the University Conduct Board and membership is also comprised of other student volunteers. Faculty Senate also appoints members of the Board who serve a designated term as noted by Faculty Senate. Additional membership is also included as faculty, administrative, and staff volunteers.

G. Interpretation and Revision

The Director of Student Engagement & Development will develop procedural rules for the administration of hearings that are consistent with provisions of the *Student Code of Conduct*. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Director of Student Engagement & Development may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*. The Director of Student Engagement & Development may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Student Code of Conduct* will be referred to the Director of Student Engagement & Development, whose interpretation is final. The *Student Code of Conduct* will be updated annually under the direction of the Director of Student Engagement & Development with a comprehensive revision process being conducted every 5 years.

SECTION 7: FORMAL CONDUCT PROCEDURES

University as Convener

The University is the convener of every action under this *Code*. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code. The reporting party, who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the University has obtained regarding the allegations.

Group Violations

Recognized Student Organization (RSO)

Hearing Procedures

University Conduct Board Jurisdiction over RSOs

Cases involving the alleged violation of any University policy or regulation, misconduct, or disruptive behavior by a RSO, or other groups in the process of becoming recognized.

- Cases may be heard against an RSO if students involved in the alleged offense belong to a particular RSO, or if the planning or leadership of an event where an alleged offense occurred are members of a particular RSO.
- The University Conduct Board shall also review appeals from student boards of whatever type that have imposed sanctions on a RSO. This review process is considered a document review to determine if the decision is fact based and sanctioning reasonable for the alleged violation(s).

Informal Hearings

Cases not involving the revocation of recognition may be heard informally, as specified by University procedures, with notice and the opportunity to be heard afforded to the RSO. The Director of the Department of Student Engagement and Development (DSED), or his/her designee, will discuss the charges with representatives of the RSO and afford the RSO an informal hearing. Should justification be found, or should the alleged misconduct merit consideration of loss of recognition, the matter will be referred for a formal hearing.

Formal Hearings

Such hearings shall be conducted, as warranted, by the Office of Student Conduct & Community Development or the University Conduct Board. The University's rules of procedure for formal hearings shall provide RSOs with the following procedure guarantees:

- reasonable specific advanced written notice of charges containing a description of the alleged acts of misconduct, including time, date, and place of occurrence; and the rules of conduct allegedly violated by the RSO;
- reasonably advanced written notice of the date, time, and place of the hearing, unless such right is waived in writing by the RSO;
- a reasonably sufficient interval between the date of notification of charges and the date of the hearing, to allow the RSO to prepare a defense;
- an opportunity for submission of written physical and testimonial evidence, and for reasonable questioning of witnesses by the RSO and the accuser;
- an impartial hearing which may consist of a committee, board, panel, or individual appointed by the University;
- maintenance of a written summary or digital recording of the hearing at University expense, though RSO may be required to pay the cost of copies of requested records;
- a decision based upon presented evidence sufficient to make a reasonable person believe that a fact sought to be proved is more likely than not;
- a written adjudication in which the facts and reasons for the decision are set forth with reasonable specificity shall be issued within 30 working days after the close of the proceedings. In cases of alleged sexual misconduct, the reporting party or parties shall be informed of the outcome of the hearing;⁹ and
- an RSO may identify an advisor, who may be an attorney, to be present at hearings. The advisor may only consult and interact privately with the RSO, unless otherwise determined by the University regarding a particular case. In cases of alleged sexual assault, the accuser is entitled to have an advisor present at the hearing.

⁹ See (www.clarion.edu/sexualmisconduct) for more information.

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

Amnesty

1) For Reporting Parties

The University provides amnesty to reporting parties who may be hesitant to report to University officials because they fear that they themselves may be accused of policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.¹⁰

2) For Those Who Offer Assistance

To encourage students to offer help and assistance to others, University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Student Engagement & Development, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

¹⁰ Records regarding the provision of amnesty, however, will be maintained.

3) For Those Who Report Serious Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Director of Student Engagement & Development not to extend amnesty to the same person repeatedly.

4) Safe Harbor

The University has a Safe Harbor policy for students. The University believes that students who have a drug and/or addiction problem deserve help. If any University student brings their own use, addiction, or dependency to the attention of University officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct allegation will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

Notice of Alleged Violation

Any member of the University community, visitor or guest may allege a policy violation(s) by any student for misconduct under this *Code* by submitting an incident report at www.clarion.edu/conduct, by contacting Student Conduct & Community Development in 260 Gemmell Student Center, or by working with Residence Life and Housing Staff to properly document an incident.

Notice may also be given to the Director of Student Engagement & Development (or designee) and/or to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by the person experiencing the misconduct or a third party, and should be submitted as soon as possible after the offending event

occurs. The University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Director of Student Engagement & Development (or designee) will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

Investigation

The Director of Student Engagement & Development or Title IX Coordinator will appoint an investigator(s) for allegations under this *Student Conduct of Code*.¹¹ The University may undertake a short delay in its investigation (several days to weeks, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The University will promptly resume its investigation and resolution processes once notified by law enforcement that the initial evidence collection process is complete. University action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

All investigations will be thorough, reliable, impartial, prompt and fair. Investigations entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, as necessary.

The investigator(s) will take the following steps, if not already completed by the Coordinator or designee.

- 1) Initiate any necessary remedial actions on behalf of the reporting party (if any).
- 2) Determine the identity and contact information of the reporting party, whether that person is the initiator of the allegation, the reporting party, or a University proxy or representative.

¹¹ For any allegation that falls under Title IX (e.g. sexual misconduct) or involves any other form of discrimination, the Director of Student Engagement & Development will work under the direction of the Title IX Coordinator.

- 3) Conduct an immediate preliminary inquiry to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the allegation.
 - a) If the reporting party is reluctant to pursue the allegation, determine whether the allegation should still be pursued and whether sufficient independent evidence could support the allegation without the participation of the reporting party.
 - b) Notify the reporting party of whether the University intends to pursue the allegation regardless of their involvement, and inform the reporting party of their rights in the process and option to become involved if they so choose.
 - c) Preliminary inquiry usually takes between 1-7 business days to complete.
- 4) If indicated by the preliminary investigation and authorized by the Title IX Coordinator or Director of Student Engagement & Development, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated University policy, and to determine what specific policy violations should serve as the basis for the allegation.
 - a) If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action.
 - b) A comprehensive investigation usually takes between one day and two weeks, though longer investigations may be warranted in some cases.
- 5) Meet with the reporting party to finalize their statement, which will be drawn up by the investigator or designee as a result of this meeting.
- 6) Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview.
 - a) Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator(s).

- 7) Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy.
- 8) Obtain all documentary evidence and information that is available.
- 9) Obtain all physical evidence that is available.
- 10) If possible, provide written notification to the parties prior to their interviews that they may have the assistance of an advisor of their choosing present for all meetings attended by the advisee.
- 11) Provide reporting party and responding party with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result.
- 12) Prior to the conclusion of the investigation, provide the reporting party and the responding party with a list of witnesses whose information will be used to render a finding.
- 13) Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses.
- 14) Provide parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered.
- 15) Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
- 16) Provide regular updates to the reporting party throughout the investigation, and to the responding party, as appropriate.
- 17) Once the report is complete, the report is shared with the parties for their review and comment. The investigators may incorporate feedback from the parties as appropriate.
- 18) Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline.
- 19) Prepare an investigation report.
- 20) Present the investigation report to the responding and reporting students, who may provide any final feedback on the report.
- 21) Provide the investigation report to the Office of Student Conduct & Community Development for it to be reviewed at the level of a University Conduct Board Hearing.

22) Share the outcome of the hearing with the reporting party and responding party.¹²

At any point during the investigation, if it is determined there is no reasonable cause to believe that University policy has been violated, the Director of Student Engagement & Development and/or the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the University's investigation and the conduct process. Failure of a witness to cooperate with and/or participate in the investigation or conduct process constitutes a violation of policy and may be subject to discipline. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation or to withhold information from the investigation do not have the ability to offer evidence later during the appeal if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or other conduct proceedings.

¹² Where allegations fall within Title IX and/or VAWA Section 304, the following description of the sharing of the outcome will pertain to all steps in the process in which the outcome is shared. The appropriate administrator will inform the parties of the final determination within ten (10) days of the resolution, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official University records; or emailed to the parties' University-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the University is permitted to share under state or federal law. The notice will also include information on when the results are considered by the University to be final, any changes that occur prior to finalization, and any appeals options that are available.

Advisor

Each party is allowed to have an advisor of their choice present with them for all conduct meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and usually otherwise not involved in the resolution process, such as serving as a witness. An advisor may be permitted to serve as a character witness; however the responding/reporting party must request this, and approval will be given at the discretion of the Director of Student Engagement and Development (or designee). The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is available and eligible. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The University cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the University is not obligated to provide one.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting or interview unless invited to. The advisor may not make a presentation or represent the reporting party or the responding party during any meeting or proceeding and may not speak on behalf of the advisee to the investigators or hearing panelists. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or meeting with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the University an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of their role will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Director of Student Engagement & Development and/or Title IX Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The University expects that the parties will wish to share documentation related to the allegations with their advisors. The University provides a consent form that authorizes such sharing.¹³ The parties must complete this form before the University is able to share records with an advisor, though parties may share the information directly with their advisor if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the University. The University may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the University's privacy expectations.

The University expects an advisor to adjust their schedule to allow them to attend University meetings when scheduled. The University does not typically change scheduled meetings to accommodate an advisor's inability to attend. The University will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not locked into using the same advisor throughout. The parties must advise the investigators of the identity of their advisor at least one (1) day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties must provide timely notice to investigators if they change advisors at any time.

¹³ Please go to https://publicdocs.maxient.com/reportingform.php?ClarionUniv&layout_id=11 to complete the form for release of information.

Findings

The following options (1-3) describe how to proceed depending on whether the responding student is found responsible and whether the responding student accepts or rejects the findings and/or the sanctions either in whole or in part.

1) The Responding Student is Found “Not Responsible”

Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed. The reporting party, if any, may request that the Vice President for Student Affairs review the investigation file to possibly re-open the investigation or convene a hearing. The decision to re-open an investigation or convene a hearing rests solely in the discretion of the Vice President for Student Affairs in these cases, and is granted only on the basis of extraordinary cause.

2) The Responding Student Accepts a Finding of “Responsible”

a) The Responding Student Accepts a Finding of “Responsible” and Accepts the Recommended Sanctions.

Should the responding student accept the finding that they violated University policy, the investigator will recommend appropriate sanctions for the violation. In cases involving discrimination, recommended sanctions will act to end the discrimination, prevent its recurrence, and remedy its effects on the reporting party and the University community. If the responding student accepts these recommended sanctions, the sanctions are implemented by the Director of Student Engagement & Development and the process ends. There will be a three-day period for review between the date of acceptance and when the resolution becomes final. Should the responding student decide to reject the sanctions within that time period, Option 2B, below, will apply. This outcome is not subject to appeal.

b) The Responding Student Accepts a Finding of “Responsible” and Rejects the Sanctions Recommended.

If the responding student accepts the “responsible” findings, but rejects the recommended sanctions, there will be a UCB hearing on the sanction, only. Hearing procedures are detailed below. An appeal of the sanction(s) issued by a UCB may be filed by any party to the allegation as detailed below.

3) Responding Student Rejects the Findings Completely or In-part

a) Responding Student Rejects the Findings Completely

Where the responding student rejects the finding that they violated University policy, a formal hearing will be convened within fifteen business days, barring exigent circumstances.

At the hearing, the investigator(s) will present their report to the panel, the panel will hear from the parties, and any necessary witnesses. The investigation report will be considered by the panel, which renders an independent and objective finding. UCB procedures are detailed below.

If the panel finds the responding student not responsible for all violations, the Director of Student Engagement & Development (or designee) will timely inform the parties of this determination and the rationale for the decision in writing. This determination is subject to appeal by any party to the allegation. Appeal review procedures are outlined below.

If the UCB finds a violation, it will determine sanctions/responsive actions and render a decision typically within ten (10) days of the hearing and timely notify the parties in writing. An appeal of the finding(s) and/or sanction(s) issued by the UCB may be filed by any party to the allegation as detailed below.

b) Responding Student Accepts the Findings in Part and Rejects in Part

Where the responding student rejects in part the finding that they violated University policy, there will be a formal hearing solely on the disputed

allegations within ten business days, barring exigent circumstances. If the University Conduct Board finds a violation, it will determine sanctions/responsive actions and render a decision typically within 10 business days of the hearing and timely notify the parties in writing. For all findings holding a responding student responsible for a violation, the University will follow the sanctioning process detailed on pages 44-55 below. If the Panel finds the responding student “Not Responsible” on any of the contested allegations, the process will move to the Sanctioning Phase on only the uncontested allegations, as detailed on pages 44-55 below. An appeal of the finding(s) and/or sanction(s) issued by the UCB may be filed by any party to the allegation as detailed below.

Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Allegations of a Sensitive Nature

All hearings under this sub-section will be conducted by a three member administrative University Conduct Board (UCB) drawn from the UCB pool. For sexual misconduct, discrimination and other allegations of a sensitive nature, whether the alleged reporting party is serving as the reporting party or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged reporting party to testify from another room via audio or audio/video technology. While these options are intended to help make the reporting party more comfortable, they are not intended to work to the disadvantage of the responding student. Assistive technology will also be used for responding students if they are unable to attend in person but wish to participate. Examples would be to use telephone or video conferencing if that option is requested by the student and the UCB is able to accommodate. Ability to video conference is not guaranteed due to venue and technology limitations.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the panel Chair. All such information sought to be admitted by a party or the University will be presumed irrelevant until a showing of relevance is made, in advance of the hearing or in recess, to the Chair. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to

the finding, not just the sanction, and will be admissible. To the extent possible, the parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

Interim Remedies/Actions

The Title IX Coordinator or Director of Student Engagement & Development (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations.

These remedies may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Altering the housing situation of the responding party (or the reporting party, if desired)
- Altering work arrangements for employees
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties
- Implementing trespass restrictions on a party or parties
- Offering adjustments to academic deadlines, course schedules, etc.

The University will maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the institution's ability to provide the interim actions or protective measures.

Statement of the Reporting Party's Rights:

- The right to investigation and appropriate resolution of all credible allegations of sexual misconduct or discrimination made in good faith to University officials;
- The right to be informed in advance of any public release of information regarding the incident;

- The right not to have any personally identifiable information released to the public, without their consent;
- The right to be treated with respect by University officials;
- The right to have University policies and procedures followed without material deviation;
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence;
- The right not to be discouraged by University officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities;
- The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the reporting party so chooses. This also includes the right not to be pressured to report, as well;
- The right to have reports of sexual misconduct responded to promptly and with sensitivity by campus law enforcement and other campus officials;
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services, both on campus and in the community;
- The right to a campus no contact order (or a trespass order against a student or non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the reporting party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:

- o Change of an on-campus student's housing to a different on-campus location;
 - o Assistance from University support staff in completing the relocation;
 - o Transportation accommodations;
 - o Arranging to dissolve a housing contract and pro-rating a refund;
 - o Exam (paper, assignment) rescheduling;
 - o Taking an incomplete in a class;
 - o Transferring class sections;
 - o Temporary withdrawal; and
 - o Alternative course completion options.
- The right to have the University maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures;
 - The right to be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
 - The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
 - The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, prior to a finding by the appropriate administrator;
 - The right to be informed of the names of all witnesses whose information will be used to render a finding, in advance of that finding, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
 - The right not to have irrelevant prior sexual history admitted as evidence;
 - The right to regular updates on the status of the investigation and/or resolution;

- The right to have reports addressed by investigators and appropriate administrators who have received at least eight hours of annual sexual misconduct training;
- The right to preservation of privacy, to the extent possible and permitted by law;
- The right to meetings and/or interviews that are closed to the public;
- The right to petition that any University representative in the process be recused on the basis of demonstrated bias or conflict-of-interest;
- The right to bring a victim advocate or advisor of the reporting party's choosing to all phases of the investigation and resolution proceeding;
- The right to have the university compel the participation of student, faculty and staff witnesses, and the opportunity (if desired) to provide the investigators with a list of potential questions to ask of witnesses, and the right to challenge documentary evidence;
- The right to submit an impact statement in writing to the appropriate administrator following determination of responsibility, but prior to sanctioning;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties; and
- The right to be informed in writing of when a decision by the University is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.

Statement of the Responding Party's Rights:

- The right to investigation and appropriate resolution of all credible reports of sexual misconduct and/or discrimination made in good faith to University administrators;

- The right to be informed in advance, when possible, of any public release of information regarding the report;
- The right to be treated with respect by University officials;
- The right to have University policies and procedures followed without material deviation;
- The right to be informed of and have access to campus resources for medical, health, counseling, and advisory services;
- The right to timely written notice of all alleged violations, including the nature of the violation, the applicable policies and procedures and possible sanctions;
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, prior to the finding by the appropriate administrator;
- The right to be informed of the names of all witnesses whose information will be used to render a finding, prior to final determination, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process;
- The right to have reports addressed by investigators and appropriate administrators who have received annual training;
- The right to petition that any University representative be recused from the resolution process on the basis of demonstrated bias and/or conflict-of-interest;
- The right to meetings and interviews that are closed to the public;
- The right to have the University compel the participation of student, faculty and staff witnesses, and the opportunity to provide the investigators with a list of

potential questions to ask of witnesses, and the right to challenge documentary evidence;

- The right to have an advisor of their choice to accompany and assist throughout the campus resolution process;¹⁴
- The right to a fundamentally fair resolution, as defined in these procedures;
- The right to provide an impact statement in writing to the appropriate administrator following any determination of responsibility, but prior to sanctioning;
- The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- The right to be informed in writing of when a decision of the University is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.

Notice of Hearing

Once a determination is made that reasonable cause exists for the Director of Student Engagement & Development (or designee) to refer an allegation for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Director of Student Engagement & Development (or designee); mailed to the local or permanent address of the student as indicated in official University records; or emailed to the student's University-issued email

¹⁴ See pages 29-30 for the role of an Advisor.

account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

- 1) Include the alleged violation and notification of where to locate the *Student Code of Conduct* and University procedures for resolution of the allegation; and
- 2) Direct the responding student to contact the Director of Student Engagement & Development (or designee) within a specified period of time to respond to the allegation. This time period will generally be no less than two days¹⁵ from the date of delivery of the summons letter.

A meeting with the Director of Student Engagement & Development (or designee) may be arranged to explain the nature of the allegation and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, to the Director of Student Engagement & Development (or designee), whether they admit to or deny the allegations. If a student does not contact the Director of Student Engagement & Development (or designee) within the stated period of time, the student's case may be resolved in their absence by reviewing the information that is available. A student may choose to appeal the finding and/or sanctions of a case resolved in their absence based on the appeal guidelines outlined in this document.

Conduct violations that occur in campus housing (ex: noise violations, improper checkouts, prohibited items, fire safety, etc.), which result in a minimum sanction of a disciplinary warning being issued with responsibility being founded, may be adjudicated in the absence of the alleged student without notice of a hearing being provided to the student. This process may be utilized at the discretion of the Director of Student Engagement & Development (or designee). Students should be aware that a disciplinary warning in these types of incidents represents a reminder of the policy in place related to the alleged violation, and is not information that is released when a disciplinary check is conducted.

Interim Action

¹⁵ "Day", used throughout this document, refers to normal business days when the University is in operation.

Under the *Student Code of Conduct*, the Vice President of Student Affairs (or designee) may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the *Student Code of Conduct* when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the *Student Code of Conduct*. Interim suspensions may be required for more than ten (10) business days dependent on the investigation and/or other extenuating circumstances. A student who receives an interim suspension may request a meeting with the Vice President for Student Affairs or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the University may still proceed with the scheduling of a campus hearing.

During an interim suspension, a student may be denied access to University housing and/or the University campus/facilities/events. As determined appropriate by the Director of Student Engagement & Development, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Director of Student Engagement & Development and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

Hearing Options & Preparation

Except in an allegation involving failure to comply with the summons of the Director of Student Engagement & Development (or designee), no student may be found to have violated the *Student Code of Conduct* solely as a result of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the allegation will be presented to, and considered by the panel presiding over the hearing.

At any point prior to the hearing, where the responding student admits to violating the *Student Code of Conduct*, the Director of Student Engagement & Development (or

designee) may invoke administrative hearing procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an *educational conference*. In an educational conference, allegations will be heard and determinations will be made by the Director of Student Engagement & Development or designee.

Where the responding student denies violating the *Student Code of Conduct* or rejects the sanctions that are issued during their educational conference, a formal hearing will be conducted. This process is known as a University Conduct Board (UCB) hearing. Students who deny a violation for which a UCB hearing will be held will be given a minimum of seven days to prepare unless all parties wish to proceed more quickly. Preparation for a UCB hearing is summarized in the following guidelines:

- 1) Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Director of Student Engagement & Development (or designee); mailed to the local or permanent address of the student as indicated in official University records; or emailed to the student's University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. Redacted copies of the reports and other information for the case may be requested by the responding party by completing a request form found at www.clarion.edu/conduct.
- 2) The reporting party may fully participate in the hearing or may elect to have the University administration present the evidence. Where there is no reporting party, the University administration will serve as the reporting party.
- 3) If a responding student fails to respond to notice from the Director of Student Engagement & Development (or designee), the Director of Student Engagement & Development (or designee) may initiate an allegation for failure to comply with the directives of a University official and give notice of this offense. Unless the student responds to this notice within three (3) days by answering the original notice, an administrative conference may be scheduled and held on the student's behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their University account, deeming

them ineligible to register for courses or University housing until such time as the student responds to the initial allegation.

- 4) At least three (3) days before any scheduled formal hearing, the following will occur:
 - a) The responding student will deliver to the Director of Student Engagement & Development (or designee) a written response to the allegation;
 - b) The responding student will deliver to the Director of Student Engagement & Development (or designee) a written list of all suggested eye witnesses they plan to call at the hearing and including any character witnesses;
 - c) The responding student will deliver to the Director of Student Engagement & Development (or designee) all physical evidence the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Director of Student Engagement & Development can arrange for its presence;
 - d) The reporting party will deliver to the Director of Student Engagement & Development (or designee) a written list of all suggested witnesses for the University to call at the hearing;
 - e) The reporting party will deliver to the Director of Student Engagement & Development (or designee) all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Director of Student Engagement & Development can arrange for its presence; and
 - f) The reporting party and the responding student will notify the Director of Student Engagement & Development (or designee) of the names of any advisors/advocates who may be accompanying the parties at the hearing.
- 5) The Director of Student Engagement & Development (or designee) will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) days before any scheduled hearing. In addition,

the parties will be given a list of the names of all the UCB members in advance. Should any party object to any panelist, that party must raise all objections, in writing, to the Director of Student Engagement & Development immediately. A UCB member will only be unseated if the Director of Student Engagement & Development concludes that their bias precludes an impartial hearing of the allegation. Additionally, UCB members who feel they cannot make an objective determination must recuse themselves from the proceedings.

University Conduct Board (UCB) Hearing Procedures

The Director of Student Engagement & Development (or designee) will appoint one UCB member as the Chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student's responsibility to notify the Director of Student Engagement & Development no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled. If the reporting party fails to appear, the allegation may be dropped unless the University chooses to pursue the allegation on its own behalf, as determined by the Director of Student Engagement & Development.

The Director of Student Engagement & Development (or designee), and the Chair and the voting UCB members will conduct UCB hearings according to the following guidelines:

- 1) Hearings will be closed to the public.
- 2) Admission to the hearing of persons other than the parties involved will be at the discretion of the board chair and the Director of Student Engagement & Development (or designee).
- 3) In hearings involving more than one responding student, the standard procedure will be to hear the allegations jointly; however, the Director of Student Engagement & Development (or designee) may permit the hearing pertinent to

each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.

- 4) The reporting party, the responding student, the panel, and the Director of Student Engagement & Development (or designee) will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the UCB Chair.
- 5) Pertinent records, exhibits, and written statements may be accepted as information for consideration by the UCB. Formal rules of evidence are not observed. The Chair may limit the number of character witnesses presented or may accept written affidavits of character instead.
- 6) All procedural questions are subject to the final decision of the Chair. The Chair may consult the Director of Student Engagement & Development (or designee).
- 7) After a panel hearing, the panel will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the *Student Code of Conduct*. The Director of Student Engagement & Development (or designee) will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the UCB will determine an appropriate sanction(s). The Director of Student Engagement & Development (or designee) is responsible for informing the UCB of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The Chair will prepare a written deliberation report and deliver it to the Director of Student Engagement & Development (or designee), detailing the recommended finding, how each member voted, the information cited by the panel in support of its finding and/or sanctions, and any information the panel excluded from its consideration and why. This report should conclude with any sanctions and recommended remedies. This report should not typically exceed two pages in length and must be submitted to the Director of Student Engagement & Development within two (2) days of the end of deliberations.

- 8) The Director of Student Engagement & Development (or designee) will implement the UCB's finding and sanctions and will communicate that outcome to the parties within 10 business days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Student Engagement & Development (or designee); mailed to the local or permanent address of the student as indicated in official University records; or emailed to the student's University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

- 9) In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each. The notice will include the findings, any sanctions and a rationale therefor, as well as the right to be informed of when the decision is considered final, any changes to the sanction that occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.

- 10) There will be a single verbatim record, such as an audio recording, for all UCB hearings. Deliberations will not be recorded. The record will be the property of the University and maintained according to the University's record retention policy.

Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the *Student Code of Conduct*:

- 1) *Warning*: An official written notice that the student has violated University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.
- 2) *Restitution*: Compensation for damage caused to the University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- 3) *Educational Opportunities*: Include but are not limited to Online Judicial Modules, workshops for alcohol, controlled substances, and quality of life concerns. Additionally, students may be required to participate in the Judicial Mentoring Program, or other opportunities tailored to preventing recidivism.
- 4) *Fines*: Reasonable fines may be imposed.
- 5) *Community/University Service Requirements*: For a student or organization to complete a specific supervised University service.
- 6) *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
- 7) *Confiscation of Prohibited Property*: Items whose presence is in violation of University policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Director of Student Engagement & Development and/or University Police.

- 8) *Behavioral Contract*: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- 9) *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- 10) *Restriction of Visitation Privileges*: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
- 11) *University Housing Probation*: Official notice that, should further violations of Residence Life and Housing or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.
- 12) *University Housing Reassignment*: Reassignment to another University housing facility. Residential Life and Housing personnel will decide on the reassignment details.
- 13) *University Housing Suspension*: Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life and Housing. Students may be responsible for any applicable fees and will be required to pay applicable damage and cleaning fees. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Director of Residence Life and Housing (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.

- 14) *University Housing Expulsion*: The student's privilege to live in, or visit, any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary. Students may be responsible for any applicable fees and will be required to pay applicable damage and cleaning fees.
- 15) *University Probation*: The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
- 16) *Eligibility Restriction*: The student is deemed "not in good standing" with the University for a specified period of time. Specific limitations or exceptions may be granted by the Director of Student Engagement & Development and terms of this conduct sanction may include, but are not limited to, the following:
- a) Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or
 - b) Ineligibility to represent the University to anyone outside the University community in any way including: participating in the study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
- 17) *University Suspension*: Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Engagement & Development. During the suspension period, the student is banned from University property, functions, events and activities without prior written approval from the Director of Student Engagement & Development. This sanction may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Suspension on the student's official academic transcript.

- 18) *University Expulsion*: Permanent separation from the University. The student is banned from University property and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion on the student's official academic transcript.
- 19) *Withholding Diploma*: The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending, or as a sanction if the student is found responsible for an alleged violation.
- 20) *Revocation of Degree*: The University reserves the right to revoke a degree awarded from the University for fraud, misrepresentation or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation. This sanction is issued with the approval of the Provost.
- 21) *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Engagement & Development or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the *Student Code of Conduct*:

- 1) One or more of the sanctions listed above, specifically 1) through 9) and 15) through 17); and/or
- 2) Deactivation, de-recognition, loss of all privileges (including status as a University registered group/organization), for a specified period of time.

Parental Notification

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be

utilized discretionarily by administrators when permitted by the Family Educational Rights and Privacy Act (FERPA) or consent of the student.

Notification of Outcomes

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under FERPA , except in cases where the University determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or nonforcible sex offense. In such cases, the University may release the name of the student, the policies allegedly violated, that they were found in violation, and any sanctions that result for the following offenses:

- 1) Arson
- 2) Assault offenses (includes stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and nonnegligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction
- 8) Robbery
- 9) Forcible sex offenses
- 10) Non-forcible sex offenses
- 11) Stalking
- 12) Dating Violence and Domestic Violence

Failure to Complete Conduct Sanctions

All students, as members of the University community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Student Engagement & Development (or designee). Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the University and may be noted on, or with, the student’s official transcript at the end of the semester. In such situations, resident students will be required to vacate University housing within 24 hours of notification by

the Director of Student Engagement & Development, though this deadline may be extended upon application to, and at the discretion of the Director of Residence Life and Housing and/or the Director of Student Engagement & Development. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Student Engagement & Development.

Appeal Review Procedures

Any party may request an appeal of the decision of the UCB/Educational Conference by filing a written request to the Director of Student Engagement & Development or to the Title IX Coordinator, if appropriate, subject to the procedures outlined below. If a student submits an appeal within the timeframe listed below, the sanctions that were issued by the hearing body will not be in effect while the appeal is being reviewed. Instead, the sanctions will only go into effect should the appeal officer decide to uphold the sanctions issued by the board; at which point, the sanctions would take effect immediately at the conclusion of the appeal process. All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

GROUNDINGS FOR APPEAL REQUESTS

Appeals requests are limited to the following grounds:

- 1) A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- 2) To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
- 3) The sanctions imposed are substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student.

Appeals must be filed in writing through an electronic form with the Director of Student Engagement & Development (or designee) within five (5) business days of the

notice of the outcome to the hearing, barring exigent circumstances. If an appeal is not submitted within five (5) business days of the notice of the outcome of the hearing, then the outcome will be considered final. Any exceptions are made at the discretion of the Director of Student Engagement & Development and, when appropriate, the Title IX Coordinator. The online appeals form may be found at www.clarion.edu/conduct under 'Student Conduct Resource Forms'.

The Director of Student Engagement & Development (or designee) will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the reporting party, who may also wish to file a response, request an appeal on the same grounds or different grounds). The Director of Student Engagement & Development will refer the request(s) to the University's designated Appeal Review Officer, appointed by the President. The Appeal Review Officer will draft a response memorandum to the appeal request(s), based on their determination that the request(s) will be granted or denied, and why. All request-related documents are shared with all parties prior to submission to the Appeal Review Officer.

The Appeal Review Officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the Director of Student Engagement & Development and/or Title IX Coordinator on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the Appeal Review Officer determines whether to reconsider the finding or sanction or to remand it to investigators or the original decision-maker(s), typically within 15 business days. The Appeal Review Officer will notify the student if the matter was remanded back to the UCB or Administrative Hearing Officer.

Where the original decision-maker may be unduly biased by a procedural error, a new UCB or hearing officer will be constituted to reconsider the matter, which can in turn be appealed, once. A final decision if remanded back to the UCB or Administrative Hearing Officer will be made within 15 business days.

Full re-hearings by the Appeal Review Officer are not permitted. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeal Review Officer must limit the review to the challenges presented.

On reconsideration, the Appeal Review Officer or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

All decisions of the Appeal Review Officer are to be made within fifteen (15) days of submission and are final, as are any decisions made by the original hearing body, Director of Student Engagement & Development or Title IX Coordinator as the result of reconsideration consistent with instructions from the Appeal Review Officer.

The parties may challenge the Appeal Review Officer on the basis of potential bias, and an Appeal Review Officer who cannot render an impartial decision must recuse themselves. The Appeals Review Officer will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Appeals Review Officer will solicit an alternate, trained officer.

The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision-maker will be postponed until completion of the appellate process.

OTHER GUIDELINES FOR APPEALS

- All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- The appeal review officer will typically complete the appellate review, but may choose to return the appeal to the original decision-maker for reconsideration (remand).
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for

appeal; Witnesses may be called if necessary.

- Appeals are not an opportunity for the Appeal Review Officer to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

Withdrawal While Charges Pending

The University does not permit a student to withdraw if that student has an allegation pending for violation of the *Student Code of Conduct*. Should a student decide to leave and/or not participate, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to University unless all sanctions have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.

Disciplinary Records

All conduct records are maintained by the University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

Failure to Complete Sanctions/Comply with Interim and Long Term Remedies/Responsive Actions

All responding parties are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified by the Director of Student Engagement & Development and/or Title IX Coordinator. Failure to abide by these conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension, expulsion from the University and will be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Director of Student Engagement & Development and/or Title IX Coordinator.

Disabilities Accommodation

Clarion University is committed to providing qualified students, employees or others with disabilities with reasonable accommodations and support needed to ensure equal access to the student conduct process at the University. Anyone needing such accommodations or support should contact the Director of Disability Support Services (109 Becht Hall), who will review the request and, in consultation with the person requesting the accommodation, and Director of Student Engagement & Development and/or the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation.

Revision

These policies and procedures will be reviewed and updated annually by the Director of Student Engagement & Development and the Title IX Coordinator. The University reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. The Director of Student Engagement & Development and/or the Title IX Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc. The Director of Student Engagement & Development and/or Title IX Coordinator may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally.

This policy and procedure was implemented on August 1, 2018.

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's gender, gender identity, race or color, ethnicity, national origin or ancestry, age, mental or physical disability, religion or creed, genetic information, affectional or sexual orientation, veteran status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct inquiries to the Title IX Coordinator, Clarion University of Pennsylvania, 210 Becht Hall, sfenske@clarion.edu or phone 814-393-2351, or the Director of Social Equity, 210 Carrier Administration Building 16214-1232; Email asalsgiver@clarion.edu or phone 814-393-2109. Inquiries may also be directed to the Director of the Office for Civil Rights, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201.

Student Academic Rights and Regulations & Academic Student Code of Conduct Policy

Preamble

Clarion University of Pennsylvania exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable for the attainment of these goals.

As members of the university community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Academic freedom is essential to this community of scholars.

Students and recognized organizations are cautioned that any material posted on the Internet, including social networking sites and Internet blogs is not private or protected information. You may be held accountable for content posted in this manner and information obtained from this source may be considered in cases of misconduct. For complete information on the potential consequences of posting inappropriate content on an internet site, please visit www.clarion.edu/conduct.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the university community.

Student Rights In the Classroom Environment

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students shall be free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, coaches, advisors, and counselors shall be considered

confidential. Judgments of ability and character may be provided with the knowledge and consent of the student. Students may protest improper disclosure.

Education Complaint Process

In compliance with 34 CFR 668.43(b) Code of Federal Regulation and U.S. Department of Education (USDOE) rules, an institution offering distance education must “provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student’s complaint.”

Clarion University of Pennsylvania encourages all current, former, and prospective students, regardless of their residency, to FIRST submit any grievances, complaints, or concerns directly to Clarion University as follows. For complaints or concerns,

1. Related to a particular class, students should follow the procedures and policies outlined in Clarion University’s undergraduate and graduate catalogs and the Rights, Regulations, and Procedures handbook. The student should first discuss the problem with the faculty member who issued the grade. If not resolved to the student’s satisfaction, they should then discuss the matter with the appropriate department chairperson.
2. Unrelated to a particular class, complete the Online Educational Complaint Form.
3. If students feel the issue cannot be resolved by the university, the Pennsylvania State System of Higher Education or its accreditor, the Middle States Commission on Higher Education.

The Online Educational Complaint Form may be examined at https://publicdocs.maxient.com/reportingform.php?ClarionUniv&layout_id=5

Grade Appeal Process

Disagreements between students and faculty members concerning grades, yet not related to alleged violation of the academic honesty policy, should be appealed in the following manner. The student should first discuss the problem with the faculty member who issued the grade. If not resolved to the student’s satisfaction, they should then discuss the matter with the appropriate department chair. Subsequent appeals may be heard in private conference with the student or in a conference involving both the student and faculty member by the college dean and provost, in that order. The decision of the provost shall be final. Should the department chair be the faculty member who issued the grade in question, the student may proceed immediately to a meeting with the college dean after discussing the grade with the faculty member.

Should the dean be the faculty member who issued the grade in question, the student should proceed to a meeting with the appropriate department chair after discussing the grade with the course instructor; a subsequent appeal may be made to the Provost. Student, faculty member, and department chair must be informed of the decision at each administrative level. All grade appeals must be initiated no later than six months after the final course grade has been issued.

Cases involving an alleged violation of students' academic rights may be heard by the University Conduct Board. A student who has a grievance involving academic rights must file a complaint with the vice president for student affairs to initiate the hearing.

Academic Integrity Policy

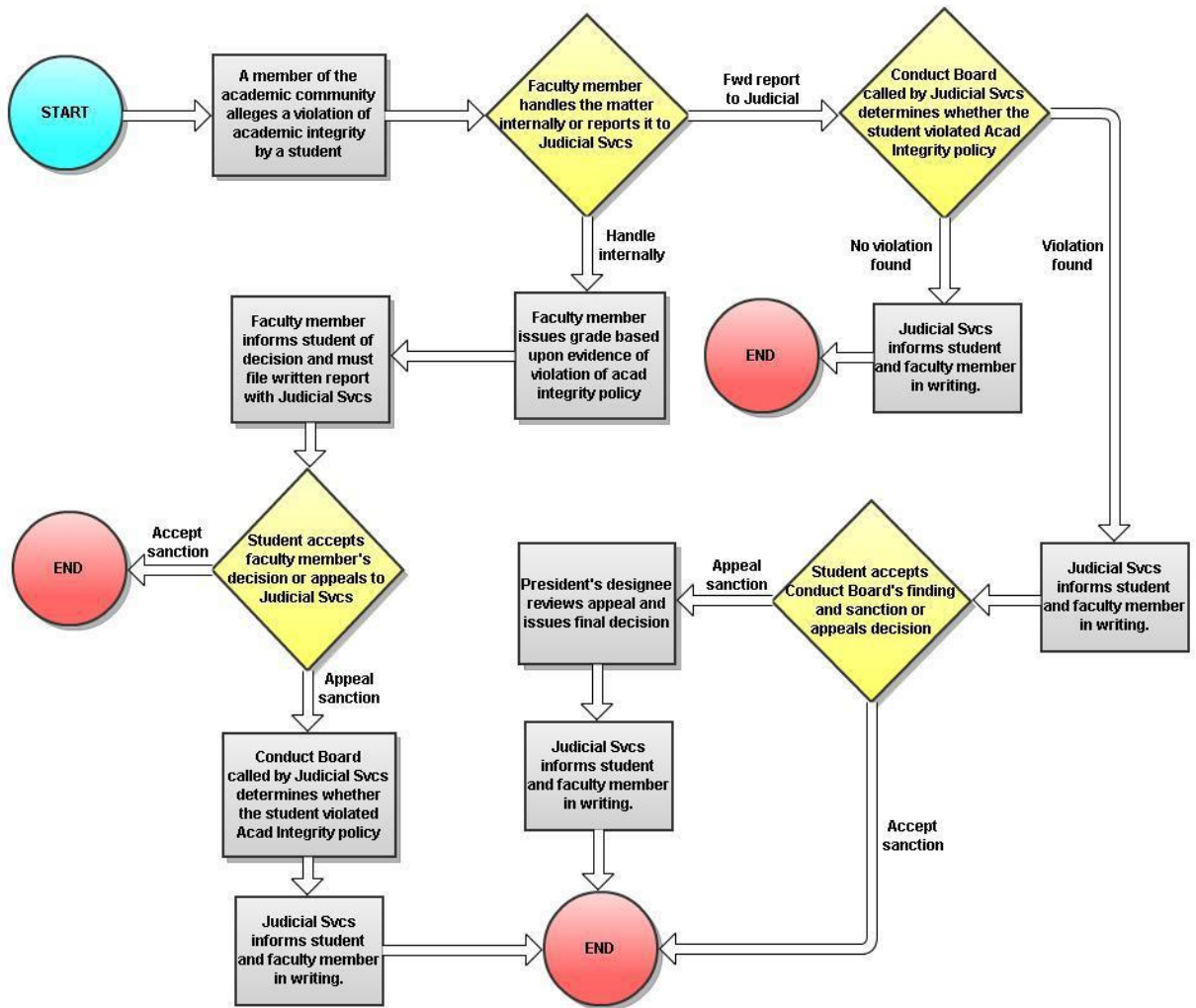
All students, including online-only and in-classroom students, shall maintain a high standard of honesty in scholastic work. As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, Residence Hall Handbook, *Student Code of Conduct*, and *Community Standards* as well as other university documents. Among the conduct regulations addressed are acts of academic integrity, including plagiarism or cheating on assignments, examinations, or other academic work; or without prior approval of the instructor, submitting work already done for another course.

All students, including online-only and in-classroom students, shall avoid all forms of academic dishonesty, including, but not limited to:

1. **Plagiarism**—the use of another's words without attribution or without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expression of ideas of another person and representing them as one's own even if the original paper has been paraphrased or otherwise modified. A close or extended paraphrase may also be considered plagiarism even if the source is named. Downloading partial or entire text from one or more Internet paper mills and cutting/pasting entire and partial text from one or more Internet Websites constitute plagiarism.
2. **Collusion**—collaborating with another person in the preparation of notes, themes, reports, or other written work offered for credit, unless specifically permitted by the instructor.
3. **Cheating on an examination or quiz**—giving or receiving information or using prepared material on an examination or quiz.
4. **Falsification of data**—manufacturing, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or to avoid conducting actual research.

Complaints of academic dishonesty may be brought against a student by any member of the academic community. Sanctions for academic integrity can range from a failing grade on a particular assignment or examination to dismissal from the university, based on the seriousness of the action and whether it is part of a pattern of academic integrity based violations. Faculty members will submit information indicating that a violation of academic integrity occurred to the Office of Student Conduct & Community Development at the Academic Integrity Referral Link on the Office of Student Conduct & Community Development page (www.clarion.edu/conduct) to create a record of such infractions even if no further action is requested.

Sanctions extending beyond a particular course, such as suspension or dismissal from an academic program or from the university can only be imposed as a result of complaints filed under the *Student Code of Conduct* and/or *Community Standards* and addressed through a formal hearing before a University Conduct Board. Reports may be sent electronically using the Academic Integrity Report Form which is found on the Student Conduct & Community Development webpage at www.clarion.edu/conduct.



CLARION UNIVERSITY - ACADEMIC INTEGRITY APPEAL POLICY



Online Proctoring

As noted, all students, including those taking online coursework will be held accountable for academic integrity based violations under the *Student Code of Conduct* and the *Community Standards*. Academic integrity based violations may include but are not limited to plagiarism, collusion, cheating, or falsification of data as defined by the *Academic Student Code of Conduct*, *Student Code of Conduct* and/or the *Community Standards*. All students, including those in the online environment, are held accountable for academic integrity based violations.

Clarion University employs online proctoring software both for essay and other written assignments as well as for general examinations. Online proctors detect cheating, collusion, plagiarism, falsification of data and/or other violations of academic integrity. All students taking online coursework should be aware that online proctoring is utilized to assist in assuring fair and accurate grading.

All online learners are required to agree to terms acknowledging they understand online proctoring is in use. Agreement simply acknowledges a students' understanding that they may be held accountable for an academic integrity based violation should online proctoring identify a concern with an assignment, quiz, exam, or other coursework submitted by a student.

Student Publications

The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage within guidelines established by the agency responsible for the appointment.

Editors and managers shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for their removal before the appointment of editors and managers shall be the agency participating in the University Conduct Board.

All university published and financed student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the university or the student body.

Student Records

It has been a long-standing policy of Clarion University to publish a statement on the *Student Code of Conduct* and *Community Standards*. Included in this statement is a policy on student records. This policy is included in the Student Rights and Regulations handbook, which is available to all students from the Office of Student Conduct & Community Development, 260 Gemmell Student Center.

The privacy rights of parents and students with respect to educational records are enunciated in the General Education Provisions Act. Copies of this act are available for inspection at the Office of the Vice President for Student Affairs, 210 Becht Hall, and the Office of the Provost and Academic Vice President, 115 Carrier Hall.

Students' education records, except that information which is otherwise public, are confidential in nature. Release of these records shall occur only upon written consent of the student or upon subpoena. Exceptions to this requirement are:

1. the release of records to administrators and faculty of the university when such information is necessary to conduct their university duties; and
2. the release of records for research when the identity of the student can be protected and when the researcher can assure acceptable standards of confidentiality. If such assurance is questionable, the university shall obtain the consent of the student prior to the release of information.

Maintenance of Records

1. No record of information shall be made or retained unless there is demonstrable need for it which has a reasonably substantial relevance to the educational and related purposes of the university.
2. The categories, locations, and officials responsible for records maintenance are:
 - a) Academic Records—Registrar, First Floor Becht Hall;
 - b) Student Discipline Records—Office of Student Conduct & Community Development, 260 Gemmell Student Center;
 - c) Credential Records—Director of Career Development, 419 Becht Hall;
 - d) Financial Records—Director of Student Financial Services, First Floor Becht Hall; &
 - e) Student Accounts Records, First Floor Becht Hall.
3. No records of religious or political beliefs shall be made or retained by the university without the student's knowledge or consent.
4. Academic transcripts shall include current and non-current academic suspension and probation, awards, and honors.
5. Student disciplinary records are retained for a minimum period of five years as required by the Pennsylvania State System of Higher Education Board of Governors guidelines.
6. Students shall have the right to inspect their records, the release of which requires the student's consent. The inspection or review of a record requires the student

personally make such a request at the office in which the record is maintained by completing an Inspection-Request Form.

7. Every record containing information about a student's character shall state when the information was acquired and the name and position of the person who gave it.
8. The right to inspect records does not include direct access to medical, psychiatric, or counseling records which are used solely in connection with treatment.
9. Except for publicity releases concerning students' achievement and honors, the university shall release nothing more than "directory information" without the student's consent. The following are considered to be "directory information": the student's name, age, local, and permanent addresses, and telephone numbers, university E-mail address, major field of study, dates of registered attendance, enrollment status, participation in officially recognized activities and sports, any honors and awards received, and the most recent educational agency or institution attended, nature of any degrees granted, and the date they were conferred. A student may refuse to permit disclosure of "directory information" by submitting in person to the Office of the Registrar, First Floor Becht Hall, during the first five days of each semester, written statement of such refusal.
10. As the right of privacy belongs to the individual, the student may relinquish this right. When a request for confidential information concerning a student or graduate has been made by a proper agency and the student has formally authorized in written form the release of that information, the university is obligated to respond.
11. The university will provide the opportunity to challenge information contained in any file or record regarding a student which, in the opinion of that student, is not accurate. If, when reviewing a record, a student desires to discuss the content of that record, the student may formally request a hearing with the Office of the Vice President for Student Affairs for that purpose.

Release Procedures

1. Students requesting access must fill out a "Student Request for Access" (Form 001) which may be obtained from the office where the files are located. When a student completes this, the student must return it to the location of the file or record. This form is then kept with the record and completed with the appropriate information, which includes the date the notice is sent to the student and the date the student reviews the information.
2. The office from which information is requested should arrange to have the student review the record on file in the presence of a staff member from that office, and notify

the student of time, date, and location of this review. An effort should be made to reply within seven to ten working days of the request, if possible.

3. The student should be allowed to review information only after presenting a valid student I.D. and only in the presence of a representative of the office. The student should not be permitted to remove records from any office.
4. If a student wishes copies of any original file or record, the student must assume costs of reproduction. Students pay a one-time \$50 academic records fee their first semester of enrollment, which covers the cost of academic transcripts. All other records are 50 cents per page.
5. If a student wishes to question or challenge the content of any file or record, the student may apply to the office of the vice president for student affairs (Form 003). An administrative hearing will be granted by the vice president for student affairs or a designate, with complete procedural due process granted to all parties.
6. If a hearing results in a decision to amend a record or file, notice of such change will be given by the hearing officer. The student will receive a copy of the amended record or file. If the decision is not to make such a change, the student shall be afforded the opportunity to place a statement of comment in the record.
7. No records, files, or information, other than directory information, are to be released to any third party without the written consent of the student (Form 004).
8. Requests for information which are not accompanied by a written consent may be responded to with Form 005, which requires the party requesting the information to obtain written consent.
9. All files, folders, and records must contain a Record of Inspection (Form 006). This form must be signed by any individual using the information for legitimate educational interest, as defined by the law, and must state specific use of the information.
10. Form 007 should accompany any outgoing information on individual students. This indicates that information cannot be released to a third party without the student's consent. Students may go to www.clarion.edu/conduct to print and sign a Release of Conduct Information Form. The form must be submitted to the Office of Student Conduct & Community Development (260 Gemmell Student Center).
11. If a file contains information about more than one student, for example, grade books, the individual student may not have access to it in order to protect the rights of other members of that class. However, individual information must be provided in the appropriate manner.

Clarion University Community Standards

Alcohol and Other Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of Clarion University are informed that strictly enforced policies are in place which prohibit the possession, use or distribution of any illicit drugs, including alcohol, on Clarion University property or as part of any Clarion University-sponsored activity unless event-specific permission is given for of-age students to consume alcohol moderately. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on Clarion University property or at Clarion University-sponsored events.¹

Clarion University affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through Clarion University Counseling Services, Health Services, and the employee assistance program. Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

Students exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest in order to ensure the student's health and safety and/or a conduct complaint for disorderly conduct and/or failure to comply.

A. Parental Notification Policy

Clarion University is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships and, ultimately, their future.

¹ Pennsylvania Crimes Code (Alcohol)

<http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/18/00.063.008.000..HTM>

Clarion University alcohol policy expressly forbids possession and/or consumption of alcohol by students, employees or guests who are under the minimum legal drinking age of 21 years. Possession of drug paraphernalia and the use, manufacture, sale, or distribution of illegal drugs, whether on or off campus, by any student is also prohibited. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Director of Student Engagement and Development (or designee) reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the Clarion University alcohol and drug policy.

B. Alcohol Policy

The following sections describe Clarion University policy regarding the sale, service, distribution, and consumption of alcoholic beverages in accordance with federal, state and local laws. The alcohol policy is applicable to all Clarion University students regardless of whether the actions take place on or off University property or at Clarion University-sponsored events, programs, or activities.

Students who are of legal drinking age may not share or provide alcohol to anyone who is under 21 years of age. Those under the minimum legal drinking age of 21 years are not permitted to possess or consume alcohol. Drinking games, and simulated drinking games (e.g. water pong) are prohibited. No alcohol is permitted on campus or in University-affiliated-housing; however, students who are 21 years of age or older are permitted to possess and consume alcohol in their personal bedroom at Reinhard Villages. If everyone in an apartment at Reinhard Villages is 21, then alcohol can be possessed and consumed in the common areas of the apartment.

The Office of the President reserves the right to have designated events on campus where alcohol may be present.

Examples of Violations of the Clarion University Alcohol Policy

- Purchasing alcohol by a person under the age of 21.
- Selling or providing alcohol to a person under the age of 21.
- Possessing either full or empty alcohol containers by a person under the age of 21.
- Consuming alcohol by a person under the age of 21.
- Showing physical or mental impairment following or resulting from alcohol use.

Last updated 06/01/2019

- Possessing empty alcohol containers for decorative purposes in campus housing, regardless of age.
- Using or possessing common sources of alcohol including, but not limited to kegs, party balls, punch bowls, wine boxes, etc.
- Participating in or being present during the occurrence of any drinking game.
- Possession of beer bong, beer pong tables, and other devices used or manipulated for use in any drinking game.
- Possessing an open container of alcohol in a common area including, but not limited, to bathrooms, hallways, lounges, elevators, lobbies or outdoor spaces.
- Driving under the influence of alcohol.
- Violations of Clarion Borough Ordinance related to open containers.
- Public Intoxication.
- Over Intoxication in a University Housing building or other campus building.

As stated in Section 4 of the *Student Code of Conduct*, “failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so”, is considered unacceptable behavior for a University student. An example of such behavior includes refusing to submit to a breath test when requested by a police officer, whether on or off-campus, which is considered a violation of the University *Student Code of Conduct* and may result in conduct sanctions.

Examples of Clarion University alcohol policy violations and their sanctions are listed below. Sanctions are dependent upon a number of factors including, but not limited to: hearing officer discretion, the nature and severity of the incident, a student’s conduct history and a student’s cooperation throughout the conduct process.

a) *Minor in Possession/Consumption of Alcohol Policy Violations:*

1. First Offense—Possible sanctions and institutional actions include, but are not limited to:
 - Participation in an alcohol education activity (BASICS), at the student’s expense and as determined by the Director of Student Engagement and Development (or designee);
 - Online Judicial Educator Module(s);

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- Notification of parents/guardians of dependent students and those under the minimum legal drinking age of 21 years;
 - Reprimand up through suspension or expulsion from housing and/or the University; and/or
 - Other sanctions as determined by the Director of Student Engagement and Development (or designee).
2. Second Offense— Possible sanctions and institutional actions include, but are not limited to:
- Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor's evaluation;
 - Judicial Mentoring Program mandated meetings;
 - Authorship of a research/reflection essay;
 - Notification of parents/guardians of dependent students and those under the minimum legal drinking age of 21 years;
 - Reprimand up through suspension or expulsion from housing and/or the University; and/or
 - Other sanctions as determined by the Director of Student Engagement and Development (or designee).
3. Third and Subsequent Offenses— Possible sanctions and institutional actions include, but are not limited to:
- Suspension or expulsion from University housing and/or the University;
 - Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years; and/or
 - Other sanctions as determined by the Director of Student Engagement and Development (or designee).

Last updated 06/01/2019

b) *Purchasing, Selling or Providing Alcohol to Minors:*

1. First Offense— Possible sanctions and institutional actions include, but are not limited to:
 - Judicial Mentoring Program mandated meetings;
 - Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor's evaluation;
 - Participation in an alcohol education activity (BASICS), at the student's expense and as determined by the Director of Student Engagement and Development (or designee);
 - Authorship of a research/reflection essay;
 - Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years;
 - Notification of law enforcement authorities;
 - Eligibility restrictions;
 - Reprimand up through suspension or expulsion from housing and/or the University;
 - Community service hours to be performed at a specific location as determined by the Director of Student Engagement and Development (or designee); and/or
 - Other sanctions as determined by the Director of Student Engagement and Development (or designee).
2. Second and Subsequent Offenses— Possible sanctions and institutional actions include, but are not limited to:

Last updated 06/01/2019

- Suspension or expulsion from the University;
- Notification of law enforcement authorities;
- Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years; and/or
- Other sanctions as determined by the Director of Student Engagement and Development (or designee).

c) *Driving Under the Influence/Driving While Intoxicated*: Clarion University is concerned about students who violate state and local laws regarding consumption of alcohol and the operation of motor vehicles. In accordance with state law, the University abides by the legal definition of *intoxicated* as “not having the normal use of mental or physical faculties by reason of introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body” or at least a 0.08 Breath or Blood Alcohol Concentration. In addition, students under the legal minimum drinking age of 21 years who are found to have any detectable amount of alcohol in their systems will be considered driving under the influence of alcohol and subject to penalties under that offense.

1. First Offense— Possible sanctions and institutional actions include, but are not limited to:

- Loss of driving and/or parking privileges on campus for a specified period of time;
- Participation in an alcohol education activity (BASICS), at the student’s expense and as determined by the Director of Student Engagement and Development (or designee);
- Community services hours to be performed at a specific location as determined by the Director of Student Engagement and Development (or designee);
- Authorship of a research/reflection essay;

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- Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years;
 - Eligibility restrictions; and/or
 - Reprimand up through suspension or expulsion from the University;
 - Other sanctions as determined by the Director of Student Engagement and Development (or designee).
2. Second and Subsequent Offenses — Possible sanctions and institutional actions include, but are not limited to:
- Suspension or expulsion from the University;
 - Notification of law enforcement authorities;
 - Notification of parents/guardians of dependent students and those under the minimum legal drinking age of 21 years; and/or
 - Other sanctions as determined by the Director of Student Engagement and Development (or designee).

C. Illegal Drug Policy

Clarion University prohibits the sale, manufacture, distribution, possession, and use of illegal drugs on or off Clarion University property or at Clarion University-sponsored events, programs, or activities.

The following sections describe Clarion University's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off Clarion University property or at Clarion University-sponsored events in accordance with federal, state and local laws. Examples of violations include:

- Misuse of over-the-counter drugs.
- Misuse or sharing of prescription drugs.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.

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- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for Clarion University in addressing drug-related offenses which occur on- or off-campus. Moreover, it permits Clarion University to address its fundamental mission of holistic education and the development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, Clarion University must address the education and well-being of all its students and employees. In addition to Clarion University-imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on Clarion University property or at Clarion University events.²

Safe Harbor

Clarion University has a Safe Harbor policy for students. Clarion University believes that students who have a drug and/or addiction problem deserve help. If any Clarion University student brings their own use, addiction or dependency to the attention of Clarion University officials outside the threat of drug tests or imposition of the conduct process and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and the campus conduct process will be initiated.

Violations of Clarion University Illegal Drug Policy

Examples of Clarion University drug policy violations and their subsequent sanctions include the following.

a) *Manufacture, Sale or Distribution of Illegal Drugs:*

1. First Offense—Possible sanctions include, but are not limited to:
 - Expulsion or suspension from Clarion University;
 - Notification of parents/guardians of students under 21 years of age and older dependent students;

² Drug Offenses: Maximum Fines and terms of Imprisonment for Violation of the Federal Controlled Substances Act and Related Laws: <https://www.fas.org/sgp/crs/misc/RL30722.pdf>.

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- Notification of law enforcement authorities;
- Participation in a drug education activity (CASICS), at the student's expense and as determined by the Director of Student Engagement and Development (or designee); and/or
- Other sanctions as determined by the Director of Student Engagement and Development (or designee).

b) For the Possession or Use of Drug Paraphernalia, Synthetic Substances and/or Illegal Drugs: Drug paraphernalia (e.g. bongs), illegal drugs, and synthetic substances (e.g. K2, Spice, Bath Salts, and the like) whose common purpose is to replicate the effects of illegal substances are prohibited on campus.

1. First Offense—Possible sanctions include, but are not limited to:

- Suspension or expulsion from Clarion University housing;
- Expulsion or suspension from Clarion University. A suspension may be for a period of not less than the remainder of the semester in which the infraction occurred;
- Participation in a drug education activity (CASICS), at the student's expense and as determined by the Director of Student Engagement and Development (or designee);
- Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor's evaluation;
- Judicial Educator Modules;
- Authorship of a research/reflection essay;
- Notification of parents/guardians of students under 21 years of age and older dependent students;
- Notification of law enforcement authorities; and/or

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- Other sanctions as determined by the Director of Student Engagement and Development (or designee).
2. Second Offense— Possible sanctions include, but are not limited to:
- Expulsion or suspension from Clarion University;
 - Notification of parents/guardians of students under 21 years of age and older dependent students;
 - Notification of law enforcement authorities; and/or
 - Other sanctions as determined by the Director of Student Engagement and Development (or designee).

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Free Speech Policy

Clarion University supports every individual's right to freedom of expression consistent with the forum (area of campus) in which the expression is made. Clarion University also recognizes the importance of fostering a culture of tolerance and civility that is a cornerstone for the accomplishment of its educational goals.

Within the classroom, visual and/or oral demonstrations, depictions or conduct that may be offensive to an individual will not be restricted when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter. Similarly, campus discourse on topics of political, artistic or social issues that are conducted consistent with the nature of the forum and reasonable institutional limitations (registration to use certain spaces; time, place and manner regulations, etc.) that are clear and unambiguous will be supported.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of Clarion University's control (e.g. not on University networks, websites or between University email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment. Remedies for such conduct will be provided, but protected speech cannot be legally subjected to discipline.

Expression that is severe, persistent, and objectively offensive, that is directed toward an individual based upon that individual's protected status (e.g., sex/gender, race, ethnicity, national origin, disability or age) and has the effect of limiting or denying educational or employment access, benefits or opportunities (creates a hostile environment) is not a protected form of speech or expression, and can form the basis of a violation of the campus harassment, bullying, or discrimination policies. Other limitations on free speech include: endangering someone or threatening them; inciting violence; using "fighting words" directed at an individual or group that directly provoke violence; defamation; obscenity; and expression that has a discriminatory effect such that it limits or denies someone's educational or employment access, benefits and/or opportunities.

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Assembly Policy

Clarion University's campus primarily exists to serve as the vehicle through which its students, faculty, and staff advance the institution's educational Mission. As a public university, part of that mission includes encouraging the free exchange of viewpoints and ideas by individuals or groups regardless of their affiliation with the University. The University also has a significant interest in furthering its educational mission and protecting the educational experience of its students by ensuring the safety and security of the campus.

Clarion University acknowledges the rights of individuals, regardless of their affiliation to the University, to assemble in groups. Therefore, anyone may distribute printed material, offer petitions for signature, make speeches, and hold protests or demonstrations outside university buildings. All such activities must avoid acts or credible threats of violence and preserve the normal operation of the University.

This policy prohibits harm to others, damage to or defacement of property, blockage of access to University buildings, or the disruption of classes. The enforcement of this policy will not depend in any way on the message or sponsorship of the act or event. Should events be deemed by the University Administration to interfere with the operation of the University, jeopardize the public safety, and/or fail to abide by the standards set forth above, the University Police may take any actions they deem appropriate, including ending the event. Failure to abide by the directives of the University Police may result in citation and/or arrest.

Gambling Policy

Students are expected to abide by the federal laws and the laws of the Commonwealth of Pennsylvania prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at Clarion University-sponsored events is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any Clarion University athletic event; possessing on one's person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one's premises or one's phone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to athletic events.

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Guest Speakers Policy

It is the policy of the campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues that concern our community, provided that the views expressed are stated openly and are subject to critical evaluation.

A. Student Organization Responsibilities

A recognized student organization may invite guest speakers to the campus, subject to the following provisions:

- a) Sponsorship must be by an institutionally recognized student organization.
- b) Proper arrangements for the use of University facilities must be made, consistent with institutional policy.
- c) It must be clear that the student organization, not Clarion University, is extending the invitation and that any views the speaker may express are his or her own and not those of Clarion University.
- d) The student organization must take whatever steps are necessary to ensure that the event is conducted in an orderly manner. This may necessitate consultation with University Police and/or hiring of outside security.
- e) The student organization must comply with any and all conditions for the orderly and scholarly conduct of the event.

Anti-Hazing Policy

All acts of hazing are prohibited. Students are entitled to be treated with consideration and respect and no student or Clarion University registered student club or organization shall engage in an act that is likely to cause physical or psychological harm to any other person within Clarion University community. Furthermore, any such behavior is expressly forbidden when related to the admission, initiation, pledging, joining, continued membership in, or any other group-affiliation activity. Organizations that have local/regional/national/international governing bodies, headquarters or similar entities are also expected to adhere to policies they may have regarding hazing.

Under the Pennsylvania Crimes Code, 18 Pa.C.S. §§ 2801 *et seq.*, hazing is defined as follows:

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A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student, applicant or admitted individual into or with an organization, or for the purpose of continuing or enhancing a minor or student, applicant or admitted individual membership or status in an organization, causes, coerces or forces a minor or student, applicant or admitted individual to do any of the following:

- 1) Violate federal or state criminal law;
- 2) Consume any food, drink, alcoholic liquid, drug or other substance that subjects the minor or current student, applicant or individual to a risk of emotional or physical harm;
- 3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
- 4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
- 5) Endure brutality of a sexual nature; and
- 6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student, applicant or admitted individual.

The definition of hazing does not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Hazing is also a crime and constitutes a summary offense. If the hazing results in or creates a reasonable likelihood of bodily injury to a minor or student, applicant or admitted individual, it is a misdemeanor of the third degree. Hazing that results in serious bodily injury or death to a minor or student, applicant or admitted individual where an person acts with reckless indifference to the health and safety of a minor or student, applicant or admitted individual or the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student, applicant or admitted individual is considered aggravated hazing and is a felony of the third degree.

The University and organizations are subject to criminal penalties for intentionally, knowingly and recklessly promoting or facilitating hazing or aggravated hazing.

Consent is not a defense to a criminal charge of hazing or a charge under the University's Student Code of Conduct. The sanctioning or approval of the conduct by the University is

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not a defense to a criminal charge of hazing or a charge under the University's Student Code of Conduct.

Organizations are defined as: A fraternity, sorority, association, corporation, order, society, corps, club or service, social or similar group, whose members are primarily minors, students or alumni of the organization, or the University.

Pennsylvania's Anti-Hazing Law¹ requires each institution of higher education to adopt a written anti-hazing policy and, pursuant to that policy, adopt rules prohibiting students or other persons associated with any organization operating under the sanction of or recognized as an organization by the institution from engaging in any activity which can be described as hazing.

Policies adopted pursuant hereto shall apply to acts conducted on- or off-campus whenever such acts are deemed to constitute hazing.

Sanctions

In addition to any criminal and civil penalties, students, clubs and organizations found responsible for violating this policy will be sanctioned according to the Student Code of Conduct. Possible sanctions range from probation to expulsion for individual students and probation to permanent revocation of recognition for clubs and organizations. These sanctions will be in addition to any other sanction(s) imposed for violation(s) of other University policies to which the violator may be subject.

Faculty, staff, and coaches who fail to prevent hazing of students will be reported to Human Resources. Alumni and volunteers will be reported to any applicable national organization and may be excluded from future activities on campus.

The University reserves the right to communicate incidents of hazing to any Inter/National organization operating on Clarion's campus as well as prospective students and their families.

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¹Link to Pennsylvania's Anti-Hazing Law:

<https://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=18&div=0&chpt=28&sctn=1&subsctn=0>

Amnesty

The amnesty policy outlined in the Student Code of Conduct is applicable to incidents of hazing under the following circumstances:

1) For Reporting Parties

The University provides amnesty to reporting parties who may be hesitant to report to University officials because they fear that they themselves may be accused of policy violations, such as underage drinking, at the time of the incident. Educational opportunities will be explored, but no conduct proceedings or conduct record will result.

2) For Those Who Offer Assistance

To encourage students to offer help and assistance to others, the University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Student Engagement & Development, amnesty may also be extended on a case-by-case basis to the person receiving assistance. In the instance of hazing, a student who makes a best and first effort to seek medical attention for any student(s) endangered by possible acts of hazing will be offered amnesty. Educational options will be explored, but no conduct proceedings or conduct record will result.

3) For Those Who Report Serious Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational option will be explored by no conduct proceedings or record will result.

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Amnesty under this policy may not prevent civil, criminal, or parent organization action from being taken. Organizations are exempt from receiving amnesty through the University.

Abuse of amnesty requests can result in a decision by the Director of Student Engagement & Development not to extend amnesty to the same person repeatedly.

Examples of Hazing Include the Following:

- a) Clem was inducted into an unrecognized club that was made up of some members of Clarion University marching band. As part of the induction activities, Clem was asked to do calisthenics half-naked in extreme heat at the request of club leaders. Clem was told he did not have to do them, but that all members did them and it improved their on-field stamina. Clem voluntarily engaged in the calisthenics. *This type of behavior violates the hazing policy, regardless of the “voluntariness” of Clem’s decision.*
- b) Rick joined Omega Pi Lambda, a fraternity. His pledge class took an oath not to haze, and was repeatedly warned of the fraternity’s anti-hazing policy by current members. Rick’s pledge class had heard of the long history of hazing that had gone on in their fraternity before they joined, and they felt like they were missing out. All the members had earned their stripes, but Rick’s class was under new rules. They wanted to prove themselves to their brothers, so one night, Rick and his pledge class secretly invaded Rho Mu Alpha, and stole their flag. The following Sunday, in a solemn presentation, Rick and his cohorts presented the flag of their rival to their chapter leaders, who accepted it with honor and much conversation about how the covert mission was accomplished. The leaders of Omega Pi Lambda faced accusations of violating Clarion University’s abusive affiliation policy. They argued that they did not take the flag, and expressly told the new initiates not to haze. *Clarion University found them in violation for encouraging the activity by accepting the flag, glamorizing its theft, and failing to report the behavior to Clarion University officials once they were aware of it.*

Posting

Clarion University supports the freedom to publicize events and distribute materials by internal or external entities relating to functions on-and off-campus which benefit the Clarion University community and are consistent with Clarion University’s values.

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General Posting Policy

The university reserves the right to regulate the time, place, and manner of the posting and distribution of printed material on campus and in all University facilities. The University is not responsible for monitoring the content of publicity materials developed by individual students, Recognized Student Organizations (RSOs) or off-campus entities.

Printed Material

All posted material must be placed on bulletin boards designated for that purpose. Such information may not be placed on motor vehicles, attached to windows, doors, walls or any surface not designated as a bulletin board.

Materials may not exceed 11" by 17."

The name of the individual or organization responsible must be clearly visible on any material posted.

Some facilities may have additional requirements for posting materials:

Carlson Library –

Materials for posting in the library including, but not limited to, posters, fliers, table tents, etc. must be dropped off in the Dean's office in 123 Carlson. Please note a plan for removal of these postings shall be required when dropping off the items.

Chartwells Operated Dining Facilities –

Individuals or groups wishing to post materials (i.e. posters, fliers, table tents, etc.) in Chartwells operated dining facilities (i.e. Carlson Café, Eagle Commons, Gemmell Snack Bar, Starbucks, or Denny's Den) must make arrangements with the facilities' manager.

Gemmell Student Complex –

Materials for posting in the student center must be dropped off at the second-floor Gemmell Information Desk (251 Gemmell).

Residence Halls –

Materials for posting within the residence halls on campus must be dropped off at the Office of Residence Life and Housing (218 Becht Hall) and will be stamped by the Office prior to being posted. A maximum of 68 copies can be posted.

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Student Recreation Center –

Materials for posting on Rec Center bulletin boards must be dropped off at the Rec Center front desk.

Chalking –

Chalking is permitted on campus as a means of advertising events. Chalking is permitted only on outside, horizontal, exposed surfaces where rain can wash the chalk away. Chalking is not permitted on vertical surfaces, buildings, under overhangs, or on steps, posts, trees, tables or similar objects. Violations of this policy may result in University conduct action and/or criminal prosecution.

Failure to adhere to this policy may also result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by the Director of the Office of Residence Life and Housing or the Director of the Department of Student Engagement and Development.

Literature Distribution

Literature distribution must be supervised by a student member of the sponsoring recognized student organization, department, or administrative area. Non-students may not distribute literature on campus without sponsorship by a recognized student organization, department, or administrative area.

Each sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant.

On Campus: Calling out to people to facilitate the distribution of literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on Clarion University property.

Off Campus: Posting or distribution of materials at an off-campus location requires permission of the proprietor. All applicable laws and local ordinances apply.

Sales and Solicitation

Canvassing or solicitation for funds, sales, or subscriptions is prohibited on campus or in Clarion University buildings unless written permission has been granted by the Clarion Students' Association (or designee). Additionally, outside and for-profit groups are not allowed to sell items or solicit members of the Clarion University community on campus without prior approval from the Clarion Students' Association (or designee).

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Posters, flyers and other event advertisements pertaining to sales and solicitation for funds, sales or subscriptions must be approved by the Clarion Students' Association (or designee) prior to posting or distribution.

The sale of merchandise, or publications or service on Clarion University property, other than by contracted vendors, authorized stores, restaurants, departments or divisions of Clarion University, is likewise prohibited except upon written permission of the Clarion Students' Association (or designee).

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Policy on Sexual Misconduct Equal Opportunity, Harassment, Nondiscrimination

www.clarion.edu/sexualmisconduct

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT

- The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Previous consent does not imply consent to sexual activity 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.
- Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.
- Because alcohol or other drug use can place the capacity to consent in question, sober sex 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 a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

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Recognized Student Organizations (RSO) Misconduct

Actions of recognized student organizations (RSOs) in good standing with Student Senate, and groups in the process of becoming recognized are subject to review. Failure to operate in accordance with the information contained in the *Student Code of Conduct*, *Community Standards*, or other policy and procedural documents may result in an organizational disciplinary hearing. Sanctions may range from a documented verbal reprimand to the revocation of University recognition and the privileges associated with such recognition. The administrator of the code may charge the RSO, the individual members involved, or both with a violation.

RSOs are responsible for ensuring that all applicable federal, state, and local laws, as well as University policies, are being upheld and enforced during any and all functions sponsored by the organizations regardless of whether they are held on- or off-campus.

The serving of alcoholic beverages by a RSO to any student which contributes to subsequent conduct by that student that causes the student to be charged under the University Code is prohibited.

RSOs must comply with authorized requests of properly identified University officials.

The University cannot assist with, cooperate in, approve, or otherwise condone any activity which involves the violation of the laws of the commonwealth. Therefore, a RSO which utilizes University facilities and hospitality in the advertisement of such an activity, or which is found to have engaged in such activity, shall be in violation of University policy.

All on-campus functions sponsored by RSOs must be registered in compliance with the policies and procedures of Conference and Events Services.

RSOs are expected to comply with Pennsylvania's Anti-Hazing Law (24 P.S. § 5351 *et seq.*) and the Clarion University Anti-Hazing Policy (see policy in this document).

RSOs wishing to engage in fund-raising activities must complete and receive approval through the fundraising process in CU CONNECT. Permission is limited to RSOs in good standing with Student Senate, and groups in the process of becoming recognized.

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Administrative Policies Regarding Fraternities & Sororities

The University expects the operation and activities of general fraternities and sororities to comply with all applicable federal, state and local laws, as well as all University, governing council and inter/national organization policy.

Eligibility

- Perspective new members must have earned a minimum of 12 credit hours, have a cumulative grade point average of at least 2.5 or meet the organization's specified minimum standard to join, whichever is higher, and have minimum 2.0 GPA the semester before affiliating before they can be offered an invitation to join. Students transferring to Clarion University will be declared eligible provided that they had cumulative grade point average of at least 2.5 and have minimum 2.0 GPA the semester before affiliating at their previous institution and are transferring at least 12 credit hours.
- The Department of Student Engagement & Development (SED) will process Eligibility Verification Forms on a continuous basis and distribute an eligibility list on a regular basis, to be determined at the beginning of each semester.
- No potential new member may be offered an invitation to join or extended a bid until his/her eligibility has been confirmed by the Department of SED.
- Once a bid has been accepted, a signed individual bid acceptance form must be turned into the Department of SED within 24 hours after it has been signed.
- While this policy prohibits general fraternities and sororities from offering invitations of membership to students without a Clarion University GPA and transfer student with less than 12 credit hours, fraternities and sororities are permitted to have contact with such students for the purposes of generating future interest in Greek life.

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New Member Education Programs

Each semester, the chapter officer responsible for administering the organization's new member educator is required to meet with a member of the Department of SED staff before the new member education program begins. The officer should bring a detailed, written copy of the program to this meeting. Additionally, chapters should complete the Bid Acceptance Form and submit it to the Department of SED 24-hours after bid acceptance. **Depledges**

In the event that a new member depledges at any point in the semester, a depledged form must be turned into the Department of SED. In the event that a Depledge Form is not received, the individual(s) in question will remain on the chapter's grade report for that semester and may be removed from the chapter's roster the following semester.

Initiation

Each chapter is required to submit an Initiation Form to the Department of SED within 48 hours after new members are initiated into the organization.

Communication

In addition to complying with Student Senate's RSO Policy, all chapter presidents, advisors, and Interfraternity Council (IFC) and Panhellenic Council (PHC) delegates must join the IFC or PHC CU CONNECT group. These individuals are responsible for checking the page on a regular basis and ensuring that all information communicated is relayed to their respective chapter.

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Rosters

Each chapter is required to keep their roster in CU CONNECT up-to-date, as that is what the University considers to be the “official roster”. These rosters will be used for billing IFC/PHC membership dues. Any revisions to the roster should be made in CU CONNECT by 5:00 PM on the Friday of the second week of classes during both fall and spring semesters.

Scholarship Reports

Each semester, the Department of SED will compile scholarship reports for each individual chapter, as well as for the entire Greek community. Preliminary reports for each semester will be distributed no more than 30 business days after the conclusion of each semester. The final report will be generated 30 days after the first day of class the subsequent semester. No adjustments will be made to the official grade report after that time.

- In the event that a new member depledges at any point in the semester, a depledged form must be turned into the Department of SED. In the event that a depledged form is not received, the individual(s) in question will remain on the chapter’s grade report for that particular semester.

Social Functions

Fraternities and sororities are required to register all social functions where alcohol is present with Department of SED at least 48 hours prior to the event and include a guest list. For the purpose of this document, a “social function” is defined as a mixer, party, date party, brotherhood/sisterhood event, formal/semiformal, parent event, alumni event or any situation sponsored or endorsed by the chapter at which there is the possession, use and/or consumption of alcoholic beverages regardless of whether it occurs on or off the chapter’s premises.

Risk Management Policies

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Each chapter is responsible for submitting a copy of their national organization's risk management policy. This information must be submitted to the Assistant Director of Greek Life by the end of the fourth week of classes for each fall semester. Fraternity & Sorority Housing

While Clarion University does not recommend, inspect, or otherwise approve off-campus housing, the University expects the operation and activities of general fraternities and sororities, and their members, to comply with all applicable federal, state and local laws, as well as all University, governing council and inter/national organization policy while on chapter premises, during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event or residence that an observer would associate with a chapter.

Policy Violations

- In the event that Department of SED becomes aware of alleged violations of this, or any other University policy, the Director of Department of SED will review the alleged violation to determine whether or not the adjudication of the offense should best be handled through a formal or informal hearing. If the violation is deemed serious enough to warrant a formal hearing, the matter will be referred to the Office of Student Conduct & Community Development for review. If it is deemed that an informal hearing is warranted, the matter will be referred to the director of Department of SED for review. These hearings will be conducted in accordance with the Disciplinary Procedures Code outlined in the *Student Code of Conduct*.
- Each chapter is expected to utilize their internal disciplinary process to adjudicate alleged violations of organizational standards/expectations/policies and/or institutional policies by its members and notify the Department of SED of the outcomes of all such hearings.
- In accordance with the *Student Code of Conduct*, decisions resulting from either an informal hearing, or a University Conduct Board, may be appealed to the Office of Student Conduct & Community Development.

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Recognized Student Organization (RSO)

Hearing Procedures

University Conduct Board Jurisdiction over RSOs

- Cases involving the alleged violation of any University policy or regulation, misconduct, or disruptive behavior by a RSO, or other groups in the process of becoming recognized.
- Cases may be heard against an RSO if students involved in the alleged offense belong to a particular RSO, or if the planning or leadership of an event where an alleged offense occurred are members of a particular RSO.
- The University Conduct Board shall also hear appeals from student boards of whatever type that have imposed sanctions on a RSO.

Informal Hearings

Cases not involving the revocation of recognition may be heard informally, as specified by University procedures, with notice and the opportunity to be heard afforded to the RSO. The Director of Department of SED, or his/her designee, will discuss the charges with representatives of the RSO and afford the RSO an informal hearing. Should justification be found, or should the alleged misconduct merit consideration of loss of recognition, the matter will be referred for a formal hearing.

Formal Hearings

Such hearings shall be conducted, as warranted, by the Office of Student Conduct & Community Development or the University Conduct Board. The University's rules of procedure for formal hearings shall provide RSOs with the following procedure guarantees:

- reasonable specific advanced written notice of charges containing a description of the alleged acts of misconduct, including time, date, and place of occurrence; and the rules of conduct allegedly violated by the RSO;
- reasonably advanced written notice of the date, time, and place of the hearing, unless such right is waived in writing by the RSO;

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- a reasonably sufficient interval between the date of notification of charges and the date of the hearing, to allow the RSO to prepare a defense;
- an opportunity for submission of written, physical, and testimonial evidence, and for reasonable questioning of witnesses by the RSO and the accuser;
- an impartial hearing which may consist of a committee, board, panel, or individual appointed by the University;
- maintenance of a written summary or digital recording of the hearing at University expense, though the RSO may be required to pay the cost of copies of requested records;
- a decision based upon presented evidence sufficient to make a reasonable person believe that a fact sought to be proved is more likely than not;
- a written adjudication in which the facts and reasons for the decision are set forth with reasonable specificity shall be issued within 30 working days after the close of the proceedings. In cases of alleged sexual assault, the accuser shall be informed of the outcome of the hearing; and
- a RSO may identify an advisor, who may be an attorney, to be present at hearings. The advisor may only consult and interact privately with the RSO, unless otherwise determined by the University regarding a particular case. In cases of alleged sexual assault, the reporting party is entitled to have an advisor present at the hearing.

Smoking Policy

Clarion University of Pennsylvania complies with the Pennsylvania Clean Indoor Air Act. The Clean Indoor Air Act (Act 27 of 2008) prohibits smoking in a public place or a workplace. All University facilities are public and, as a result, smoking is prohibited in all University facilities. Smoking at the Hilltop Suites, Suites on Main, and Reinhard Villages is prohibited within 25 feet of any residential building.

In addition, the University treats smokeless tobacco and electronic smoking devices in the same manner in which other tobacco products are treated. As a result, smokeless tobacco and electronic smoking devices are prohibited in all University facilities.

All employees and students share in the cooperative responsibility of compliance with this policy. Students, faculty and staff have the responsibility to advise their visitors or guests of this policy. When conflicts arise, the health of the nonsmoker will prevail. Employees and students who do not comply with this policy will be subject to the same disciplinary actions that accompany noncompliance with other Clarion University rules and/or policies.

Last updated 06/01/2019

The Clery Act

The Student Right to Know and Campus Security Act of 1990 (now known as the Clery Act) is a federal mandate which requires that all current students and employees be provided with information on policies and procedures involving campus security, the reporting of criminal action or other emergencies, and the enforcement authority of security personnel. This information must also include descriptions of programs for students and employees about campus security and crime prevention, as well as statistics on the occurrence of specific crimes. Notification of the annual security report is made by Clarion University's Chief of Police and the full report is posted on the Clarion University website each October.

<http://www.clarion.edu/student-life/campus-safety/annual-safety-report/index.html>

Hardcopies are available from University Police on request.

Policy on Clarion University-Initiated Medical Leaves

Introduction

The following policies and procedures are to be used to help transition a student to a safer environment more conducive to their needs when it becomes clear that remaining at Clarion University is not in the best interest of the student or Clarion University community. This policy also allows for a student to take a leave voluntarily when medical conditions or psychological distress make a leave in their best interest; its goal is to define the length of separation, outline the path to re-entry and ease the transition for the student's return, and to optimize the opportunities for the student's success when they return. Under certain conditions, if a student has not opted to take a leave voluntarily, Clarion University may institute an involuntary leave under this policy.

A. Student-Initiated Voluntary Leave of Absence

Students may initiate a leave or withdrawal from Clarion University for medical or psychological reasons. At the discretion of the Vice President for Student Affairs (or designee), and subject to the refund policies of the institution, arrangements may be made for partial or complete refund of tuition and/or fees. Incomplete grades or other academic accommodations may be made as well, subject to the academic policies of Clarion University. Modifications to housing contracts may also be possible. The normal Clarion University procedures for leave or withdrawal will be

Last updated 06/01/2019

followed, including any documentation requirements. If a student takes a voluntary leave, the leave documentation will specify the duration of the leave and options for extension. The student is permitted to return upon the end of the leave, and expectations for successful return will be outlined in writing to the student at that time.

Students who elect to fully withdraw, rather than take a leave, are required to reapply for admission after the time specified by the Office of Enrollment Management, and will be treated as any other applicant for admission at that time.

B. Clarion University-Initiated Medical Leave

If a student poses a direct threat of harm to others, or causes Clarion University to have a legitimate safety concern of harm to self, the Vice President for Student Affairs (or designee) may initiate proceedings under the *Student Code of Conduct*. Students who engage in threats to others or self-harm behaviors that cause a significant disruption to the community may also be subject to the *Student Code of Conduct*.

a) Standard for Clarion University-Initiated Medical Leave on the Basis of Threat of Harm to Others

This section applies to all medical leaves from housing or from Clarion University for any student who is at significant risk of harm to others. The objective of Clarion University is to determine whether it is more likely than not that a student is a direct threat. When a student is a direct threat, they may be placed on leave until they are no longer a direct threat.

A direct threat exists when a student poses a significant risk to the health or safety of others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:

- The duration of the risk;
- The nature and severity of the potential harm;
- The likelihood that the potential harm will occur; and
- The imminence of the potential harm.

Clarion University must determine whether reasonable modifications to policies, practices or procedures will sufficiently mitigate the risk.

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Determining that a student is a direct threat requires an objective and individualized assessment and hearing. The assessment must be based on a reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. This standard also applies to the reinstatement of a student who has been placed on leave. They are entitled to return upon showing they no longer pose a direct threat of harm to others. Clarion University's Behavioral Assessment Referral Team will assist in this determination.

b) Standard for Clarion University-Initiated Medical Leave on the Basis of Self Harm Behaviors

Self-harming behaviors that significantly disrupt normal Clarion University activities will be subject to the *Student Code of Conduct*. Potentially lethal or acute self-harming behaviors, such as suicide attempts, are addressed under this policy as legitimate safety concerns. When Clarion University, using the process outlined below, determines that a student poses a legitimate safety concern of harm to self, the Clarion University-Initiated Medical Leave process can be invoked.

Status of Conduct Proceedings:

If the student has been accused of a violation of the *Student Code of Conduct*, but it appears that the student is not capable of understanding the nature or inappropriateness of the action, this policy may be activated prior to issuance of a determination in the conduct process. Interim suspension for threat of harm to others or a legitimate safety risk to self will also likely be imposed.

If the student is placed on medical leave from Clarion University, or another action is taken under these provisions following a finding that the student's behavior was the result of a lack of capacity, such action terminates the pending conduct action. If the student is found not to be subject to medical leave, conduct proceedings may be reinstated.

Referral for Assessment or Evaluation

The appropriate official (or Behavioral Assessment and Referral Team) may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist or

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psychologist (or licensed professional counselor, social worker, licensed clinical social worker, etc.) chosen by Clarion University. Such evaluation may be appropriate if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a mental health/behavioral condition or disorder will be introduced.

Students referred or mandated for evaluation will be so informed in writing with personal and/or certified delivery, and will be given a copy of these standards and procedures. The evaluation must be completed per the direction of the referral letter, unless the Vice President for Student Affairs (or designee) grants an extension. A student who fails to complete the evaluation in accordance with these standards and procedures, and/or who fails to give permission for the results to be shared with appropriate administrators, will be referred for conduct action for “Failure to Comply” under the *Student Code of Conduct*.

Clarion University-Initiated Medical Leave Hearing Procedures

a. Administrative Hearing Option

The Vice President for Student Affairs (or designee) may invoke informal resolution procedures to determine the need for an involuntary leave without a formal hearing. This process is also known as an *administrative hearing or conference*. In administrative hearings, medical and administrative evidence (e.g. BART assessment) will be introduced, and final determinations will be made by the Vice President for Student Affairs (or designee). If the medical evaluation and/or administrative assessment (e.g. BART assessment) support the need for a leave, the Vice President for Student Affairs will render a written decision within two business days, barring exigent circumstances, stating the rationale for his/her determination. The decision will be delivered to the student directly, electronically, and/or by regular and certified mail. If the determination is made that a leave is warranted, the notification will include information regarding how long the leave may endure, as well as specifying any conditions of reinstatement. If other actions are pending, the appropriate individuals will be notified and may proceed with their actions.

b. Formal Hearing Option

The student subject to a Clarion University-initiated medical leave may request a formal hearing in lieu of the administrative hearing described above. If the medical evaluation and/or administrative assessment (e.g. BART assessment) support the need for a leave, a hearing will be scheduled before the Vice President for Student Affairs (or designee), and core members of Clarion

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University administration. The student will be informed, in writing electronically and through regular and/or certified delivery, of the time, date and place of the hearing. The student will be given at least two business days to independently review the psychological or psychiatric evaluation prior to the hearing. The student will be notified of who is expected to present information at the hearing, and is expected to notify the Vice President for Student Affairs (or designee) of any parties with relevant information whom the Vice President should contact to request their appearance at the hearing as a witness. The student may, at the discretion of the Vice President for Student Affairs (or designee), be assisted by an advisor in the hearing. The student is permitted to have an attorney present to attend/advise, but no advisor will be allowed to speak for or formally represent the student during a medical leave hearing, unless the Vice President grants an exception, such as in cases of incapacity.

The student or the student's advisor may present information about the necessity and appropriateness of medical leave and the student will be given the opportunity to ask questions of others presenting information. The hearing should be conversational and non-adversarial; however, the Vice President for Student Affairs (or designee) will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded. There will be a single verbatim record, such as a tape recording, for all involuntary leave hearings. The record will be the property of Clarion University and maintained according to Clarion University's record retention policy for such hearings.

A written decision will be rendered by the committee on the basis of a preponderance of evidence within two business days, barring exigent circumstances, and will state the rationale for its determination. The decision will be delivered to the student in writing electronically and through regular and/or certified delivery. If the determination is made that a leave is warranted, the notification will include information regarding how long the leave may endure, as well as specifying any conditions of reinstatement. If other actions are pending, the appropriate individuals will be notified and may proceed with their actions.

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c. *Appeals Process*

The determination of the medical leave hearing, administrative or formal, is subject to appeal to the Vice President for Student Affairs in accordance with the following process:

Students subject to Clarion University-initiated medical leave may petition for a review of the determination within three (3) business days of issuance of the hearing committee's written decision. All petitions must be in writing and delivered to the Vice President for Student Affairs (or designee). Reviews will only be considered for one or more of the following purposes:

- To consider new information which was unavailable at the time of the original hearing and could be outcome determinative;
- To assess whether a material deviation from written procedures impacted the fairness or outcome of the hearing;
- To decide if a medical leave is inappropriate to address the nature, duration and/or severity of the risk or threat;
- To determine if the decision does not align with the information provided in the hearing or whether reasonable modifications might mitigate the risk without a leave; or
- To assess whether bias on the part of a hearing committee member deprived the process of impartiality.

Except as required to explain the basis of new information unavailable at the time of a hearing, review of a hearing will be limited to the verbatim record of the initial hearing and/or all supporting documents. The review and appeal decision of the Vice President for Student Affairs (or designee) is final.

C. *Readmission Following a Clarion University or Student-Initiated Medical Leave*

A student who is seeking reinstatement to Clarion University after Clarion University-initiated medical leave must receive clearance by providing the Vice President for Student Affairs written evidence from a licensed medical or mental health professional that the student is no longer a direct threat to others or a legitimate safety concern, and is otherwise qualified to participate in Clarion University's educational programs. Any other conditions outlined in accordance with this policy

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and/or any conduct sanctions must also be completed. A hearing or referral to the BART, as outlined above, may be held to determine whether the student is qualified to return.

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's gender, gender identity, race or color, ethnicity, national origin or ancestry, age, mental or physical disability, religion or creed, genetic information, affectional or sexual orientation, veteran status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct inquiries to the Title IX Coordinator, Clarion University of Pennsylvania, 210 Becht Hall, sfenske@clarion.edu or phone 814-393-2351, or the Director of Social Equity, 210 Carrier Administration Building 16214-1232; Email asalsgiver@clarion.edu or phone 814-393-2109. Inquiries may also be directed to the Director of the Office for Civil Rights, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201.

Last updated 06/01/2019

2019 Clarion Campus Building Facilities Tour Report

Becker Hall

Area: 53,000 square feet/34,000 assignable square feet

Construction Year: 1973

Most Recent Renovation/Upgrade: Summer 2018 - radio station suite enhancement (in-house)

The building serves as the home for the departments of Communication and Computer Information Science and houses classrooms, computer lab, TV and radio studios and faculty offices.

The building exterior and interior is in good condition. A renovation of the building has been included on the University Capital Project Request submissions but not as the first priority.

In the summer of 2018 maintenance staff updated the radio station suite with new painting, new equipment and furniture. Over the last two years, sections of the roof have been replaced.

The television studio is in need of replacement of the overhead lighting. Discussions on the funding/fund raising for the lighting replacement are ongoing. During the tour replacement of the television studio furniture was also discussed.

Moore Hall

Area: 10,280 square feet/ 6,583 assignable square feet

Construction Year: 1890

Most Recent Renovation/Upgrade: In-design for accessibility upgrade

Constructed in 1890 the building contains 6583 square feet of assignable square footage. The second floor, which is currently vacant, formerly housed the residence for the University President. The first floor is used for various campus meetings and events.

The building is currently part of a design process with the Department of General Services (DGS) under the ADA Accessibility Capital Funding. An elevator will be installed for the building to allow access to the first and second floor and restrooms will be upgraded to provide accessible restrooms on each floor.

Following that work the University intends to renovate the interior of the facility for use as office space.

Carlson Library

Area: 115,000 square feet/90,000 assignable square feet

Construction Year: 1961

Most Recent Renovation/Upgrade: 2003

Constructed in 1961 this building contains 90,000 sq. feet of assignable space. A total renovation of the facility was completed in 2003. The building provides research, study and meeting space and houses the academic department of Library Science. The building is also used for various receptions and public events.

The building exterior and interior is in good condition. There are on-going issues with moisture penetration in public areas and facilities staff are working to resolve those issue. This summer work is being completed to repair exterior draining issues.

In April of this year, a large motor for the rooftop air-handling unit was replaced.

Eagle Commons

Area: 32,600 square feet/20,400 assignable square feet

Construction Year: 2008

Most Recent Renovation/Upgrade: None

Constructed in 2008 this building contains 20,400 sq. feet of assignable space. The building exterior and interior is in good condition.

The main floor contains a dining area with seating for 535 students. The cafeteria serving areas are various islands which allow students to have a wide variety of meals.

There are two meeting rooms and a bakeshop on lower level.

Work will be completed this summer to repaint or replacement the exterior awnings and to repair or replace the stairs on the northern entrance (cupcake shop entrance).

Memorial Stadium

Area: 26,500 square feet (building facilities)

Construction Year: 1965

Most Recent Renovation/Upgrade:

Constructed in 1965, the building facilities encompass 26,500 square feet. The facility locker rooms were renovated in 2007. The current field turf is five years old and in good condition. Areas outside the field are in good repair.

The current track surface is in need of repair or replacement. Facilities Management and Athletics have initiated discussions on scope and cost for this work.

The baseball and softball fields are in less than good condition and discussions are occurring now on the necessary steps to address the drainage issues leading to the less than desirable condition.

In addition to the work noted discussions are on-going regarding enhancing the grandstand accessibility and addressing cosmetic needs including painting the grandstand area; enhancing the entrance areas, fencing and ticket booths; and painting the women's locker room ceiling.

Campus Landscape, Lighting and Pathways

Campus landscape, lighting and pathways are in average condition with numerous repairs and enhancements in progress or on the schedule for completion in summer 2019.

Lighting is in good condition. The university continues to use the approved lighting standard design as installations and replacements are done on campus.

The university is awaiting the final design, placement and cost for new signage across campus.

Preliminary designs have been reviewed and additional survey and design work is in progress for the completion of an enhanced plaza area between Becht Hall and Carlson Library.

The campus buildings flower beds all had some good improvements last year and that will continue again the summer.

New tulips and other flower and shrubs have been planted in various campus locations to make the campus more appealing to visitors and students.

Adirondack chairs are now located in various areas on campus.

This summer the facilities staff is working on replacement of various concrete sidewalks and steps replacements throughout campus.

Clarion University of PA
New Grants and Contracts
04/1/2019 - 06/30/2019

Item 7

Grant Name	Amount	Director
NW-State Aids	\$ 384,180	Dr. David Miller-Martini
NW-HOPWA	\$ 278,827	Dr. David Miller-Martini
NW-Federal Aids	\$ 2,155,647	Dr. David Miller-Martini
PASSHE PCCD Grant	\$ 2,407	Mr. Stephan Brooks
Singh 2019-CLR-02	\$ 7,151	Dr. Nripendra Singh

Clarion University
Information Items for July 18, 2019 Council of Trustees' Meeting
Status of Facilities Projects

Building	Project	Number	Fund Source	Amount	Status	Project Completion Date
Tippin Gym	Renovation/Construction	CL-696	CA	\$41,900,000	UC	Sept - 2019
	Project Total					
Stevens/Moore Hall	ADA Accessibility Improvements	CL-775	CA	\$5,000,000	ID	TBD
Still Hall	Roof Replacement	CL-786	DM	\$150,000	ID	August-2020
Still Hall	Server Room Fire Extinguishing	CL-796	DM	TBD	RB	December-2019
Clarion Campus	Sidewalk Repairs	CL-797	DM	\$150,000	UC	August-2019
Steam Vaults	Repair of Steam Tunnel Vaults	CL-807	DM	\$250,000	C	March 2019
Montgomery Hall	Roof Replacement	CL-	DM	\$150,000	UC	October 2019
Suhr Library	Roof Replacement	CL--	G	\$85,000	UC	October 2019
Suhr Library	HVAC & Electrical Upgrade	CL-	G	\$300,000	B	October 2019

Notes -

Still Hall Roof Replacement - <i>Project deferred now to Summer 2020 for proper review and design prior to work completion</i>
Still Hall Server Room Fire Extinguishing - <i>Single bid received was double the estimated project cost; new bids being sought using an alternative fire suppression system that should be within budget</i>

Source of Funds	Status
EG = Education & General Funds	P = Planning
AX = Auxiliary	ID = In Design
DM = Deferred Maintenance	B = Bidding/Contracting
CA = Capital Appropriation	UC = Under Construction
G = Grants	C = Complete
SA = Student Assessment	AF = Awaiting Funds
SR = Special Revenue (e.g., Parking Fees, etc.)	AS = Awaiting Scheduling
CL = Cancelled	RB = Rebid

Human Resource Report
July 18, 2019

A. Office of the President

1. Appointments

Manager

Thompson, Carrie, Manager 200, Director of Undergraduate Admissions, Full-Time, Regular Enrollment Management, May 27, 2019

Staff Support

Rankin, Crystal, Management Technician, Student Financial Services, Full-Time, Regular, Student Financial Services, May 28, 2019

B. Academic Affairs

1. Appointments

Faculty – E & G Funded

Allen, Scott; 25%-time; Instructor (Step 1), Finance Department,
August 17, 2019 through January 3, 2020

Best, Melanie; 100%-time Instructor (Step 1), Nursing Department
August 17, 2019 through May 22, 2020

Bullington, Myra; 50%-time, Instructor (Step 1), Visual and Performing Arts Department,
August 17, 2019 through May 22, 2020

Coradi, Amanda; 3-credit time; Instructor (Step 1), Education Department,
April 26, 2019 through May 31, 2019

Diamond, Jeffrey; 3-credit time Instructor (Step 1), Social Sciences Department,
May 6, 2019 through May 23, 2019

Dias, Natasha; 33.33%-time; Instructor (Step 1), Biology & Geosciences Department
May 6, 2019 through August 16, 2019

Fritz, Brian; 2.5-credit time; Instructor (Step 1), Biology and Geosciences Department
May 4, 2019 through May 24, 2019

Godlewski, Jill; 50%-time; Instructor (Step 1), Library Services Department
August 17, 2019 through May 22, 2020

Harancher, Christine; 15-credit time; Instructor (Step 4), Human Services, Rehabilitation, Health and Sports Sciences Department, May 6, 2019 through August 9, 2019

Hock, Kimberly; 3-credit time, Instructor (Step 1), Accountancy Department,
June 3, 2019 through July 5, 2019

Hollobaugh, Ian; 2-credit time; Instructor (Step 1), Nursing Department
May 20, 2019 through August 16, 2019

Hunsberger, Ginelle; 100%-time; Instructor (Step 1), Nursing Department
August 17, 2019 through May 22, 2020

Hur, Songyee; 100%-time, Assistant Professor (Step 13), Management and Marketing Department, August 17, 2019

Juli, Sharon; 100%-time; Instructor (Step 1), Social Sciences Department
August 17, 2019 through May 22, 2020

Karg, Pamela; 100%-time; Instructor (Step 1), Nursing Department
August 17, 2019 through May 22, 2020

Kazar, Sheila; 2.5-credit time; Instructor (Step 1), Biology and Geosciences Department,
May 4, 2019 through May 24, 2019

Kennedy, Emilie; 100%-time; Instructor (Step 1), Nursing Department
August 17, 2019 through May 22, 2020

Li, Xiaofeng; 100%-time; Assistant Professor (Step 1), Information and Library Science
Department, August 17, 2019

Machesky, Amanda; 3-credit time; Instructor (Step 1), Nursing Department
June 24, 2019 through August 9, 2019

Manno, Brenda; 100%-time; Instructor (Step 1), Social Sciences Department
August 17, 2019 through May 22, 2020

Mary, Russell; 100%-time; Instructor (Step 1), Visual and Performing Arts Department,
August 17, 2019 through May 22, 2019

Neiswonger, Michael; .33/student time; Instructor (Step 1); Nursing Department
May 6, 2019 through August 9, 2019

Otto, Tonya; 100%-time; Instructor (Step 1), Library Services Department
August 17, 2019

Sambor, Grzegorz; 13.10-credit time Instructor (Step 1), Human Service, Rehabilitation,
Health and Sport Sciences Department, May 6, 2019 through August 9, 2019

Saurer, Sheri, 6-credit time; Instructor (Step 5), Communication Sciences and Disorders
Department, June 3, 2019 through July 5, 2019

Saurer, Sheri; 4 credit-time; Instructor (Step 5), Communication Sciences and Disorders
Department, July 8, 2019 through August 8, 2019

Saurer, Sheri; 100%-time, Instructor (Step 5), Communication Sciences and Disorders
Department, August 17, 2019 through May 22, 2020

Sheedy, Crystal; 100%-time; Instructor (Step 1), Social Sciences Department
August 17, 2019 through May 22, 2020

Smith, Shane; 100%-time; Instructor (Step 1), Biology and Geosciences Department,
August 17, 2019 through May 22, 2020

Tienes, Jeffrey; 100%-time; Instructor (Step 1), Social Sciences Department
August 17, 2019 through May 22, 2019

Grant Funded

Aiello, Maria; 334.75-hours assigned; Assistant Professor (Step 5), Student Support Services
Department, May 6, 2019 through August 2, 2019

Aiello, Maria; 100%-time; Assistant Professor (Step 5), Student Support Services Department,
August 17, 2019 through May 22, 2020

Beers, Shawn; 25%-time; Instructor (Step 1), Student Support Services Department,
June 17, 2019 through July 19, 2019

Bradley, Connie; 112.5-hours assigned, Instructor (Step 9), Educational Talent Search
Department, May 18, 2019 through June 28, 2019

Bradley, Connie; 100%-time; Instructor (Step 9), Educational Talent Search Department,
August 17, 2019 through May 22, 2020

Craig, Jason; 35%-time; Instructor (Step 1) Student Support Services Department
June 17, 2019 through July 19, 2019

Defranco, Lisa; 75-hours assigned; Instructor (Step 1), Educational Talent Search Department
May 18, 2019 through June 7, 2019

Defranco, Lisa; 187.50-hours assigned, Instructor (Step 1), Educational Talent Search
Department, June 15, 2019 through July 19, 2019

Doverspike, Tami; 112.50-hours assigned, Instructor (Step 7), Educational Talent Search

Department, May 18, 2019 through June 28, 2019
 Doverspike, Tami; 100%-time; Instructor (Step 7), Educational Talent Search Department
 August 17, 2019 through May 22, 2020
 Evans, Kenneth; 75%-time, Instructor (Step 1), Student Support Services Department,
 June 17, 2019 through July 19, 2019
 Griffin, Timothy; 277.50-hours assigned, Instructor (Step 1), Educational Talent Search
 Department, May 16, 2019 through July 26, 2019
 Hudson-Weibel, Shintrika; 100%-time; Instructor (Step 3), Student Support Services
 Department, August 17, 2019 through May 22, 2020
 Laird, Deven; 35%-time; Instructor (Step 1), Student Support Services Department
 June 17, 2019 through July 19, 2020
 McKinstry, Valerie; 27%-time; Instructor (Step 1), Educational Talent Search Department,
 June 17, 2019 through July 19, 2019
 McMillen-Toth, Rhonda; 300-hours assigned, Assistant Professor (Step 13), Educational
 Talent Search Department, May 18, 2019 through August 8, 2019
 McMillen-Toth, Rhonda; 75-hours assigned; Assistant Professor (Step 13), Educational Talent
 Search Department, May 11, 2019 through August 10, 2019
 McMillen-Toth, Rhonda; 100%-time; Assistant Professor (Step 13), Educational Talent Search
 Department, August 17, 2019 through May 22, 2020
 Pedlow, Michele; 51.50-hours assigned; Instructor (Step 2), Student Support Services
 Department, May 6, 2019 through May 17, 2019
 Sloan, David; 48%-time; Instructor (Step 1), Student Support Services Department;
 June 17, 2019 through July 19, 2019
 Snyder, Donna; 53%-time, Instructor (Step 1), Academic Enrichment Department,
 June 17, 2019 through July 19, 2019

Management / Staff

Delbrugge, Laura; Dean of the College of Arts and Sciences, effective July 1, 2019
 Price, Gwyneth; Dean of the School of Education, effective April 29, 2019

Administration

Standfest, Lisa, GFPC 1, Student Success Coach, Part-Time, Regular, Student Success Center
 March 25, 2019

Support Staff

Rosario-Jones, Pennie, Social Worker 1, Full-Time, Regular, Northwest Alliance, June 3, 2019

2. Appointment – Temporary; Extension

Support Staff

Haines, Taylee, Fiscal Assistant, Student Financial Services, Full-Time, Temporary, March 18,
 2019

3. Chairperson

The faculty listed below were appointed as Chairperson effective March 2019
 Hearst, Christina Student Support Faculty

The faculty listed below were appointed as Chairperson during the 2019/2020 Academic Year

Chambers, Leah
 Childs, Jeffrey,
 Fulton, Lacey

English and Modern Languages Department
 Computer Information Science Department
 Communication Department

4. Reclassification

Support Staff

Myers, Heather, Clerk Typist 3 (from Clerk Typist 2), Computing Services, March 25, 2019
 Deemer, Lisa, Clerk Typist 3 (from Clerk Typist 2), Career and Professional Development,
 April 1, 2019

3. Appointment – Temporary; Extension

Support Staff

Haines, Taylee, Fiscal Assistant, Student Financial Services, Full-Time, Temporary, March 18,
 2019

4. Retirements

Manager

Trimble, William, Library Systems Manager, Carlson Library, April 26, 2019
 Harris, Steven, Interim Dean, Arts and Sciences, June 21, 2019

Support Staff

McCall, Teresa, Clerk Typist 3, Visual and Performing Arts, June 7, 2019
 Sabousky, Amy, Clerk Typist 3, Visual and Performing Arts, June 21, 2019

5. Resignation

Support Staff

Lieberum, Sandra, Social Worker 1, Northwest Alliance, May 7, 2019

B. Finance and Administration

1. Appointments

Support Staff

Cousins, Virgil, Semi-Skilled Laborer, Full-Time, Regular, Facilities Management, April 22, 2019
 Herman, Ken, Semi-Skilled Laborer, Full-Time, Regular, Facilities Management, April 22, 2019
 Ritchey, Kevin, Maintenance Repairperson 2, Full-Time, Regular, Facilities Management, June 10,
 2019
 McGinnis, Sherri, Clerk Typist 2, Full-Time, Regular, Human Resources, June 17, 2019
 Kemmer, Terri, Fiscal Technician, Full-Time, Regular, Budget and Accounting, May 13, 2019

2. Appointment - Temporary

Support Staff

Conrad, Mark, Semi-Skilled Laborer, Full-Time, Temporary, Facilities Management, May 13, 2019
 Cherry, Jordan, Semi-Skilled Laborer, Full-Time, Temporary, Facilities Management, June 10, 2019
 Miller, Christopher, Semi-Skilled Laborer, Full-Time, Temporary, Facilities Management, June 17, 2019
 D'Souza, Daniel, Semi-Skilled Laborer, Full-Time, Temporary, Facilities Management, June 17, 2019
 Linamen, James, Semi-Skilled Laborer, Full-Time, Temporary, Facilities Management, June 17, 2019
 Stewart, Jeffrey, Maintenance Laborer, Full-Time, Temporary, Facilities Management, June 24, 2019
 Preston, Matthew, Maintenance Laborer, Full-Time, Temporary, Facilities Management, June 17, 2019
 Stephens, Don, Maintenance Laborer, Full-Time, Temporary, Facilities Management, June 17, 2019
 Rhoades, Duane, Semi-Skilled Laborer, Part-Time, Temporary, Facilities Management, May 6, 2019
 Woodall, William, Semi-Skilled Laborer, Full-Time, Temporary, Facilities Management, May 8, 2019
 Davison, Richard, Maintenance Repairperson 1, Full-Time, Temporary, Facilities Management, May 8, 2019
 Schrecengost, Scott, Semi-Skilled Laborer, Full-Time, Temporary, Facilities Management, May 8, 2019

3. Retirements

Support Staff

Lander, Joan, Fiscal Technician, Budget and Accounting, June 21, 2019
 Snyder, Deborah, Clerk 2, Public Safety, June 21, 2019

4. Resignation

Support Staff

Thoma, Richard, Custodial Worker 1, Custodial Services, June 14, 2019

C. Student Affairs

1. Appointment

Coach

Pitts, Damian, Head Coach, Men's Basketball, Intercollegiate Athletics, Full-Time, June 17, 2019

Administrator

Ford, Brandon, SUA 2, Assistant Director of Fraternity and Sorority Affairs, Full-Time, Regular, Leadership and Involvement, June 24, 2019

Support Staff

Finch, Tina, Fiscal Assistant, Full-Time, Regular, Intercollegiate Athletics, April 18, 2019
 Sprankle, Stephani, Clerk Typist 2, Full-Time, Regular, Center for Wellness, February 18, 2019

2. Appointments - Temporary

Coach

Newton, Michael, Interim Assistant Football Coach, Intercollegiate Athletics, Full-Time, May 28, 2019

Hanhold, Matthew, Interim Assistant Football Coach, Intercollegiate Athletics, Full-Time, May 28, 2019

3. Resignations

Coach

Steiner, Brian, Assistant Coach-Football, Athletics, Resignation, April 9, 2019

Haupt, Chris, Assistant Coach-Football, Athletics, Resignation, May 3, 2019

4. Retirement

Support Staff

Van Epps, Diane, Management Technician, Athletics, April 12, 2019

5. Terminations

Coach

Peterson, Cheryl, Head Coach-Softball, Athletics, May 17, 2019

Administrator

Fleming, Catelyn, SUA 2, Student Activities & Residence Life Coordinator, Leadership and Involvement, May 25, 2019.