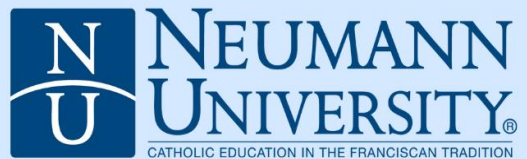


Student Handbook



2023-2024



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About Neumann University

Neuman University is a Catholic higher education institution in the Franciscan tradition which offers undergraduate degree programs in a broad variety of subjects, (3) three doctoral programs, (6) six master's degree programs, and an accelerated bachelor's degree program for adults. Neumann fields 23 NCAA athletic teams is home to (8) eight arts groups and has a residential population of approximately 750 students. The student-faculty ratio of 13:1 allows professors to provide the personal attention for which Neumann is famous.

Identity

Neumann University, founded and sponsored by the Sisters of St. Francis of Philadelphia, is a Catholic institution of higher education in the Franciscan tradition.

Mission Statement

Neumann University educates a diverse community of learners based upon the belief that knowledge is a gift to be shared in the service of others and that learning is a lifelong process.

Vision Statement

Neumann University strives to be a teaching university of distinction, providing innovative, transformational education in the Catholic Franciscan tradition. Neumann RISES on the core values of Reverence, Integrity, Service, Excellence, and Stewardship and lives the actions which these values inspire. Neumann's curriculum promotes thoughtful and ethical leadership in service and response to a global and technologically complex world.

University Goals

Always and everywhere, Neumann University strives to:

- Demonstrate a firm commitment to the Catholic Franciscan tradition.
- Nurture a campus community which lives the values of Reverence, Integrity, Service, Excellence and Stewardship.
- Challenge its students to achieve personal, academic, and professional excellence.

Core Values

The way of life which Francis and Clare of Assisi and their followers embraced was modeled on the Gospel of Jesus Christ. The values which guided their lives were rooted in the Jewish and Christian Scriptures, the Old and New Testaments. These values cannot be summarized in a few words. However, institutions often highlight certain values which seem particularly relevant for their mission and the time. At this time in its history, Neumann has chosen to give special emphasis to five values: Reverence, Integrity, Service, Excellence, and Stewardship (RISES). Flowing from these values are others which are of particular significance to the university community: hospitality, compassion, care of creation, peace-making, and a commitment to justice. According to the University Vision Statement, *Neumann RISES on the values of Reverence, Integrity, Service, Excellence, and Stewardship and lives the actions these values inspire.* In "living the actions these values inspire," we seek to promote and integrate Catholic Social

Teachings. In the spirit of Francis of Assisi we are invited to *Preach the Gospel always and, if necessary, use words.*

Reverence

All creation comes from God as gift. With God as Father and Jesus as brother, all women and men are sisters and brothers to one another and to the whole created universe. Having been loved unconditionally by God, we are invited to love, support, and care for life in all stages, from conception to natural death. We respect religious, ethnic, racial, and cultural diversity and seek to reconcile divisions of any kind. We promote communications which are meaningful, honest, and inclusive by listening reflectively to one another and encouraging varying points of view.

- We honor as sacred the worth and dignity of each person.
- We celebrate our relationship as sisters and brothers with one another and all creation.
- We create a compassionate, welcoming, and reconciling community.

Integrity

Integrity is the foundation for a community where persons live and work, study and play, as brothers and sisters. Flowing from authenticity and rooted in sound ethical and moral principles and values, integrity requires that we never misrepresent ourselves or our work in any way. We do not use the words or works of another as if they were our own. We respect and care for the property of others.

- We speak the Truth in Love.
- We act fairly, honestly, and ethically at all times.
- We accept responsibility for the consequences of our actions.

Service

Inherent in the mission of Neumann University is the challenge to place knowledge at the service of others. The call to service invites us to be attentive to the needs of all, especially the least among us. Service flows from compassion, love and respect, and leads to identification with and understanding of those whom we serve. We serve those within our own community and reach out to others in service that is respectful and mutually enriching. We seek concrete opportunities to serve others through volunteer and outreach activities and through academic service –learning.

- We serve with humility, compassion, and love.
- We challenge unjust structures and work for social transformation.
- We embrace service as a life-long commitment.

Excellence

At Neumann University, we recognize that every service within the community is essential and helps to further our mission. We are committed to quality education that is holistic and value oriented. We invite each student to participate actively and responsibly in classes and to invest fully and maturely in curricular and co-curricular programs. We challenge our graduates to take their place in society as

competent, educated persons ready to accept the challenge of bringing the values of society into harmony with Gospel values.

- We perform to the best of our ability the responsibilities entrusted to us.
- We practice cooperation, rather than competition, in the quest for excellence.
- We foster academic achievement through a strong teaching-learning community.

Stewardship

Everything we have, including our education, has been given to us by a loving and all good God. Our response to this goodness and love is gratitude and a sense of responsibility as citizens of the local and global community and sisters and brothers to all, especially the least among us. All our resources are actually on loan to us to be cared for, to be used in service for all, and to be preserved for future use. Therefore, we consider the impact of our decisions on one another and on the common good.

- We receive gratefully, use carefully, and share generously the resources available to us.
- We care for creation as a sacred Gift from God.
- We promote Catholic Social Teaching by working for peace with justice for all.

Family Educational Rights and Privacy Act of 1974 (Policy # NE 1.03)

In accordance with the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, Neumann University requires that every student who chooses to have the University release Education Records, such as copies of grades, transcripts, or any other information relative to academic performance to either parents, guardians, bill-payers, prospective employers, governmental agencies, or others, first authorize the University to do so. The following is a summary of Neumann University's FERPA Policy. The full policy can be found on the [University Policy Library](#).

Educational Records

Education records include any records maintained by Neumann University that are directly related to a student, with the following exceptions:

- A. Personal records maintained by University employees which are in the sole possession of the maker and are not accessible or revealed to any other persona except a temporary substitute;
- B. Employment records unless the employment records are contingent on the fact that the employee is a student;
- C. Records maintained by Campus Safety solely for law enforcement purposes;
- D. Records on a student who is 18 years of age or older that are made or maintained by a physician, psychiatrist, or other recognized professional or paraprofessional acting in his or her professional capacity and that are created and used only for the treatment of the student and disclosed only to individuals providing the treatment;
- E. Records created or received by the University after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and

- F. Grades on peer-graded papers before they are collected and recorded by a teacher.

Disclosure of Information from Records

All requests either to secure or release Education Records must be accompanied by written authorization which has been signed by the student. Without such authorization, the University will not release such information. This policy extends and applies to parents who request access and disclosure of their child's educational records. The student's written consent shall:

- A. Specify the records that may be disclosed.
- B. State the purpose of the disclosure.
- C. Identify the party or class of parties who the disclosure may be made.

Documentation Retention

Records will be kept in accordance with the law and the [JP 1.05 Omnibus Record Retention Policy](#).

Notification of FERPA Rights

Students are notified each year of their rights under FERPA through the annual edition of the *University's Undergraduate and Graduate Catalogs*. Further information regarding the *Family Educational Rights Privacy Act of 1974* may be obtained from the Registrar's Office.

Community Expectations and Student Responsibility

Any community is born of a shared commitment to core values. The Franciscan tradition and our core *RISES* values guide Neumann University ("University" or "Neumann"). Membership in the University community brings the responsibility to conduct oneself in ways that promote these goals, build up the community, and refrain from activity inconsistent with the University's mission and our shared goals and commitments.

Purpose

Neumann University designed the student conduct process to facilitate reasonable and fair action to further student learning, healing, and development. This Policy provides a summary of the University's Student Conduct Process for alleged violations of University policies, except that to the extent there is any conflict, this Policy is superseded by the University's Title IX Sexual Harassment and Community Standards Sexual Misconduct Policy and Procedures. All alleged violations of Title IX Sexual Harassment are processed through the University's Title IX Sexual Harassment and Community Standards Sexual Misconduct Policy and Procedures SA 4.05.

Applicability

The *Student Code of Conduct* applies to all Neumann University students in their conduct on and off-campus during their time as enrolled students. Suppose a student engages in prohibited activity on behalf of or while participating in a student organization. In that case, the student and the organization may be charged with violating (s) of the applicable University policy.

The University may investigate and/or resolve any report of alleged misconduct from when an individual first attends the University until the individual graduates or otherwise completes a University program, permanently withdraws, or is permanently dismissed, even if the conduct occurs between

academic terms. When a student requests to withdraw or take an academic leave while a student conduct action is pending, the University reserves the right to proceed with the student conduct process or keep the matter open at the University's discretion. The University may place an administrative hold on the student's account to prevent future registration. Students with unresolved matters under this *Code* seeking to re-enroll after withdrawing or taking an academic leave will be adjudicated.

Authority

Ultimate authority over student conduct is vested in the President of the University, who may take immediate action at his/her discretion for any violation of university policies or procedures. Action taken by the President is final and closes the matter.

As an ordinary matter, the President has delegated authority over student conduct to the Dean of Students who may exercise it consistent with these procedures. The Dean of Students or Dean of Students' designee reserves the authority to take immediate, necessary, and appropriate action to protect an individual's health, safety, and well-being.

The Assistant Dean of Students, with direction and guidance from the Dean of Students, is responsible for administering the student conduct system and ensuring that all student conduct proceedings are carried out in accordance with university policies and procedures.

Accommodations

Just as students with disabilities may be eligible for accommodations in their classes, accommodations may be available for the student conduct process. Students with disabilities who are requesting accommodations or services during the student conduct process are required to present a current accommodation document or letter from the Disability Services office. The request for accommodation must be received by the Office of the Dean of Students at least two (2) business days prior to the scheduled student conduct meeting or hearing.

Interim Measures

In certain circumstances, the University may interim suspend a student from university housing or from the University pending the outcome of the Student Conduct Process. Interim suspension may be imposed:

- To ensure the safety and well-being of members of the University community or preservation of University property.
- To ensure the student's own physical or emotional safety and well-being.
- If, in the University's judgment, the student poses a definite threat of disruption or interference with the normal operations of the University.
- If the University determines that the interim suspension is in the best interests of the University community.

During the interim suspension, students or student organizations may be denied access to university housing and/or attending class and other University activities or privileges for which the student or student organization might otherwise be eligible. In the case of a student organization, the organization's activities and participation in university events may be limited as specified by the

University. If appropriate, interim suspension may include the cessation of all activities and the withdrawal of recognition and allocated funding by the University, pending the final outcome of the proceedings.

A student or student organization on interim suspension can appeal the interim suspension within two business days from the effective date of the interim suspension. Appeals of interim housing suspension should be made to the Dean of Students and appeals of interim suspension from the University should be made to the Dean of Students. Appeals must be made in writing via letter or through the student's Neumann University e-mail account. The decision of the Dean of Students as to whether or not to impose an interim suspension will be held as final.

Student Code of Conduct

The following behaviors and activities are prohibited and may result in student conduct action under this *Student Code of Conduct*. Commission of or attempts to commit these acts, condoning, supporting, or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may lead to the University treating them as violations of this *Code*.

- A. Dangerous Conduct:** Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm, including the violator.
 - 1. Placing a person in fear of imminent physical danger or bodily harm.
 - 2. Causing bodily harm to a person or engaging in harmful physical contact would likely have caused bodily harm despite the lack of measurable harm.
 - 3. **Hazing:** Any action which endangers the mental or physical health of a student, or which encourages the student to engage in illegal or inappropriate conduct for the initiation, admission into, affiliation with, or as a condition of continued membership in, a recognized or unrecognized group or organization.
 - 4. Engaging in reckless behavior which creates a potentially unsafe situation for community members.

- B. Harassment:** Any actions, threats, gestures, images, and/or words directed toward another person or group via any medium which have the purpose, or which tend to incite a breach of the peace, create a hostile, offensive, or demeaning environment, or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. It frequently, but not always, involves a pattern of conduct.
 - 1. Discriminatory harassment includes offensive, unwelcome conduct or language that is based on an individual's race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by Federal, state, and/or local laws.
 - 2. Personal harassment includes offensive, unwelcome conduct or language that is not based on a protected class.

- C. Dangerous Items:** The use, possession, or storage of any firearms, explosives, other weapons, fireworks, or dangerous chemicals.
 - 1. **Firearms and ammunition:** Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBS, pellets, or shots (including paint balls or gel beads), regardless of the propellant used.

2. Explosives and fireworks including, but not limited to, firecrackers, cherry bombs, smoke bombs, and similar devices.
3. Knives that are longer than 3 inches, or other weapons, or objects that could be construed as weapons or items that pose a potential hazard to the safety or health of others. Other weapons are defined as any instrument of combat, or any object not designed as an instrument of combat but carried or used for the purpose of inflicting or threatening bodily injury or damaging/destroying University property or the property of others.
4. Unauthorized hazardous materials or chemicals.

D. Interfering with Fire Safety

1. Misusing, tampering, or damaging fire safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems, emergency exit doors, or exit signs.
2. Unauthorized burning of any material in any University building, on university property or on areas adjacent to University property.
3. Disregarding a fire alarm signal or refusing to evacuate a building or section of a building when a fire alarm is activated.
4. Recklessly or intentionally activating an alarm when an emergency does not exist.

E. Alcohol: The abuse of alcohol is prohibited. The use, possession, or distribution of alcohol is prohibited, except as permitted by law and University policy. Therefore, students of legal age may possess and consume alcoholic beverages consistent with this policy.

1. Possession of containers that previously contained alcoholic beverages by persons under 21 years of age.
2. Possession of common source containers of alcohol such as kegs or alcoholic punch (e.g., jungle juice).
3. Possession of alcoholic beverages by persons under 21 years of age.
4. Possession or consumption of alcohol outside of the University's reasonable consumption policy permitting the consumption of beer or wine in residence hall rooms or alcohol at university-approved events. The University's reasonable consumption policy restricts the possession or consumption of liquor on campus.
5. Consumption of alcoholic beverages, including:
 - a. Consumption of alcoholic beverages by persons under 21 years of age.
 - b. Consumption of alcoholic beverages by persons 21 years of age or older in any public area, including public space within a residence hall, unless it is an official University approved event or University venue licensed to serve alcohol.
6. Regardless of age, the abusive or dangerous use of alcohol is prohibited on and off the campus, including but not limited to:
 - a. Intoxication resulting in impaired motor skills or balance, slurred speech, disorientation, vomiting, blacking out, passing out, or other similar behavior.
 - b. Disruptive, disorderly, or dangerous conduct related to the consumption of alcohol.
 - c. Driving on or off the campus while under the influence of alcohol.
 - d. Sale, distribution, or attempts to sell, distribute or provide alcoholic beverages to anyone under 21 years of age. This also applies to those

hosting social gatherings where alcohol is available for consumption to persons under the age of 21.

- F. Drugs:** The use, possession, and/or distribution of any drugs and/or drug paraphernalia. Drugs include any controlled substances as defined by law, including those without a valid prescription, and/or other recreational substances. The University does not permit cannabis or marijuana products for any purpose; students who qualify under local law to use cannabis or marijuana products may not possess, store, use, or share products on university-owned or controlled property or during university-sponsored events.
1. Possession of paraphernalia including, but not limited to, any item typically used to inhale/inject/inject/mask drugs, regardless of whether the items has been used for illegal purposes.
 2. Possession of drugs.
 3. Use of drugs.
 4. Distribution (any form of exchange, gift, transfer, or sale) of drugs.
- G. Theft/Unauthorized Possession of Property**
1. Theft of property or services or possession of stolen property.
 2. Unauthorized possession of university property (including residence hall lounge furniture) or the property of others.
- H. Damage to or Misuse of Property**
1. Damaging or defacing University property or the property of others.
 2. Unauthorized entry into university property or the property of others.
 3. Unauthorized use or misuse of university property or the property of others.
- I. Disorderly Conduct:** Acting in a manner which annoys, disturbs, interferes with, obstructs, or is offensive to another/others.
1. Shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others.
 2. Verbally abusing University officials (including students appointed to act as representatives of the University such as Resident Assistants) acting in performance of their duties.
 3. Behaving in a lewd or indecent manner.
 4. Engaging in, leading or inciting others in a breach of peace that is disruptive to the community.
- J. Non-academic Dishonesty**
1. Knowingly furnishing false information to the University or a member of the University community, including at university student conduct proceedings.
 2. Forgery, misuse, or unauthorized alteration/creation of documents, records, University ID cards, keys, or other objects.
 3. Fraud, through act or omission, committed against a member of the campus community or others.
- K. Interfering with University Events:** Interfering with any normal University of University-sponsored events, including but not limited to studying, teaching, research, sponsored social programs, and University administration, or emergency services.

- L. **Smoking:** Smoking in a building or within 25 feet of an entrance or window of any University building.
- M. **Violating Other University Policies:** Any violation of other published University regulations including but not limited to Residence Life policies and procedures, rules published in other University publications, and those available on the [University Policy Library](#) and other University websites.
- N. **Non-compliance:** Failure to comply with reasonable directives of university official, including students appointed to act as representatives of the University, acting in performance of their duties. Directives to provide identification and/or participate in a university student conduct process are included in the scope of this provision.
- O. **Sanction Violation:** Violating the terms of any student conduct sanction as imposed in accordance with student conduct procedures, including failure to complete sanctions by the stated deadline.
- P. **Gambling:** Participation in any form of illegal gambling as defined by local, state, or federal law.
- Q. **Solicitation:** Any solicitation undertaken by a student, registered student club, or student organization must be approved by the Dean of Students and comply with all applicable laws and University policies. Prohibited solicitation includes peddling, selling, purchasing, or offering goods and services for sale or purchase without prior approval.
- R. **Violation of Law:** Violation of local, state, or federal laws, regulations or ordinances, or international laws.
- S. **Community Standards Sexual Misconduct:** An umbrella term encompassing a range of behaviors, including Sex Discrimination, Sexual Harassment, Gender-Based Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking (as each term is further defined below), where such conduct is alleged to be by an individual or University recognized group that (a) has continuing adverse effects on or creates a hostile environment for individuals participating or attempting to participate in Neumann University's education program or activity, or otherwise has a reasonable connection to Neumann University; and (b) constitutes one of the following:
 - 1. **Sex Discrimination:** Discrimination on the basis of sex.
 - 2. **Sexual Harassment:** Conduct on the basis of sex that involves an employee of Neumann University conditioning the provision of an aid, benefit, or service of Neumann University on an individual's participation in unwelcome sexual conduct; or an individual engaging in unwelcome conduct determined by a reasonable person to be so severe, pervasive or objectively offensive that it effectively denies a person equal access to Neumann University's education program or activity.
 - 3. **Gender-Based Harassment:** Unwelcome conduct (whether or not of a sexual nature), including acts of aggression, intimidation and hostility, and other verbal, nonverbal, graphic, or physical conduct based on or motivated by a student's actual or perceived gender, sexual orientation, gender identity, gender expression, or nonconformity with gender stereotypes.

4. **Sexual Assault:** Penetration or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration or attempted penetration by a sex organ of another person, without the consent of the alleged victim. Community Standards Sexual Assault also includes, but is not limited to, the following identified below as well as other forms of Sexual Assault prohibited by the Commonwealth of Pennsylvania state law or Pennsylvania State Crime Code.
 5. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the alleged victim.
 6. **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 7. **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
 8. **Dating Violence:** Violence, including sexual or physical abuse or the threat of such abuse, committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the alleged victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.
 9. **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the alleged victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth alleged victim who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.
 10. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. For purposes of this definition, (a) course of conduct means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and (c) substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling
- T. **Title IX:** Any violation of the University's published [Title IX Policy](#).
- U. **Complicity:** Being present or otherwise involved, in such a way as to condone, support, or encourage any acts which would violate this *Code*. Students who observe acts violating this *Code* are expected to remove themselves and are encouraged to report the matter.

Student Conduct System & Procedures

The following sections provide an overview of the various student conduct resolution processes and procedures as part of the student conduct process. These guidelines provide general notice of rights

and responsibilities during the student conduct process. The *Student Code of Conduct* does not afford the same due process rights of criminal or civil statutes or procedures.

Case Referrals

Any person outside Neumann University may refer a student suspected of violating the *Code of Conduct* to the Assistant Dean of Students. The referral will be reviewed to determine if student conduct action may be taken. If there is insufficient evidence to support formal disciplinary action, the incident will be closed with no additional action taken.

Referrals should be made within a reasonable timeframe after the alleged incident. Individuals may report misconduct allegations at any time but are encouraged to report promptly to maximize the University's ability to obtain evidence, identify potential witnesses, and conduct a thorough, prompt, and impartial investigation.

Administrative action, in place of formal student conduct action, may be taken at the discretion of the University, appropriately and reasonably, to address student behavior.

Student Conduct Proceedings

A student potentially subject to formal sanctions other than eviction from residence, suspension, or expulsion is entitled to a **disciplinary conference**, normally consisting of an informal meeting between the student responding to allegations (“respondent”) and an administrator.

Students meeting the criteria of a disciplinary conference are eligible to participate in a **restorative resolution**. Restorative resolution, through a process that reflects Neumann University’s mission and Catholic, Franciscan core values, may be an acceptable means of resolving a student conduct matter. During the student conduct process, Complainants may request a restorative resolution to the incident, or the Student Conduct Officer may refer the incident to restorative resolution if appropriate. The purpose of a restorative resolution process is to promote reconciliation and create an agreement among the involved parties. This process promotes an opportunity for discussion of varying points of view, requires involved parties to consider perspectives of all involved, and encourages individuals to seek means to resolve the incident and prevent the occurrence of future incidents. The following are expectations for a restorative resolution at Neumann University:

- Restorative resolution can be used only when all involved parties agree to the process as an option of resolving the incident.
- If a mutually agreeable restorative outcome is reached, the terms will be drafted by the Student Conduct Officer and signed by the involved parties.
 - The document will be kept in the student’s confidential student conduct file. Each party receives a copy of the agreement.
- If the matter cannot be resolved during the restorative resolution process, or parties do not comply with the agreed restorative outcome, the matter will be referred for further student conduct action.
- Neumann University reserves the right to deem an incident as inappropriate for the restorative resolution process.

A student subject to eviction from residence, suspension, or expulsion from the University is entitled to a **hearing**, normally consisting of a formal meeting between the respondent and the Assistant Dean of Students or the Assistant Dean's designee.

Allegations of Community Standards Sexual Misconduct or Title IX violations will be resolved under Neumann University's established [Title IX Procedures](#).

A student who accepts responsibility for violations of this *Code* (before a student conduct proceeding) may meet with the Assistant Dean in an administrative meeting to discuss position sanction(s) instead of attending a hearing. This acceptance must be in writing, affirming the acceptance of responsibility for the charge(s) and acknowledging that the full range of sanctions may be imposed. A student who accepts responsibility in writing forfeits all rights to an appeal process.

Guidelines for Student Conduct Proceedings

The following procedural guidelines shall be applicable in student conduct proceedings. Formal rules of process, procedure, and technical rules of evidence used in criminal or civil court are not used in student conduct proceedings. Deviations from prescribed procedures shall not necessarily invalidate a decision unless significant prejudice to an accused student, complainant, or the University results.

1. The respondent shall receive advanced written notification of the specific charges and the scheduled proceeding's date, time, and location. Notice will most often take the form of a letter delivered to a student's University email account.
2. The respondent may request a reasonable extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two (2) business days except in unusual circumstances where the respondent can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least one (1) business day before the scheduled proceeding, except in cases of documented serious illness or emergency.
3. The respondent shall be afforded reasonable access to review the case file before and during the proceeding and may request a copy of a redacted incident report from the conduct officer. Names and other information of students may also be redacted in the incident report as appropriate for confidentiality. "Case file" means the file containing those materials according to the Family Educational Rights and Privacy Act (FERPA) of 1974. The notes of university staff members and investigators are not included in the case file and thus are not accessible.
4. The respondent may provide the names of witnesses from the University community with relevant and material information about the incident. Names of witnesses must be submitted in writing to the conduct officer at least two (2) business days prior to the proceeding. Ordinarily, witnesses who are not a member of the Neumann University community will not be invited to serve as a witness in the proceeding.
5. Proceedings will be closed to non-participants and to the public, including friends and University personnel without an official interest in the case.
6. One (1) advisor may accompany a respondent. The role of the advisor shall be limited to support and consultation; the advisor may not speak during any student conduct proceeding except privately to the respondent, nor shall the advisor question or address witnesses. Violating this

expectation will result in the advisor being removed from a proceeding at the discretion of the student conduct administrator. Considering the limited role of an advisor, and of the interest of the University to conclude the matter in a timely manner, a proceeding will not normally be delayed if an advisor is unavailable.

7. During the proceeding, the respondent shall have the opportunity to respond to the information related to the alleged violation of the *Code*.
8. Information that does not directly relate to the facts of the case but are reflections of the respondent's character, reputation, personality, qualities, or habits may be excluded.
9. A preponderance of evidence must support proceeding outcomes. Preponderance of evidence means that it is more likely than not that the allegation of student misconduct is true to find the student/organization responsible for the policy violation. A preponderance of the evidence does not necessarily mean the greater amount of evidence. Still, rather the greater quality of evidence making it more likely than not the matter in question is true. Neumann University uses the preponderance of the evidence standard in all its student conduct processes and procedures.
10. A respondent may be found responsible for any prohibited conduct, including sections of the *Code* which he or she was not originally charged for when behavior not previously known is disclosed during the conduct proceeding or if it is determined another portion of the *Code* is more applicable.
11. The outcome of the proceeding shall be communicated to the student in writing.
12. The conduct officer may make an audio or audiovisual recording. No other individuals present at the proceeding are permitted to make a recording. The recording is the property of the University and will remain in the Dean of Students Office. A party preparing an appeal may listen to the recording but not duplicate it. The recording will be preserved until the conclusion of the appeals process.

Sanctions

The following sanctions are typical of what may be imposed. More than one sanction may be imposed for a single violation.

- A. **Written Warning:** The student or student organization is given a written warning and warned that further misconduct shall result in more severe disciplinary action. A written warning is maintained in the student or student organization's conduct file.
- B. **Disciplinary Probation:** Disciplinary Probation is a specific period of time during which the University provides the student or student organization with the opportunity to prove that he/she/it will contribute in a positive manner to the University community. Should a student or student organization violate University policies while on Disciplinary Probation, more severe sanctions will be imposed. Specific restrictions of disciplinary probation can include, but are not limited to prohibiting a student from representing the University in any intercollegiate or club sports competition, holding any elected or appointed office on the campus and may in some cases be banned from attendance at or participation in organized University functions, whether

athletic, social, or institutional, during this period. Other specific restrictions may be added as conditions of probation in individual cases.

- C. Restitution:** The student or student organization is required to make monetary reimbursement for repair or replacement of property, for services rendered to the University or to other persons, groups, or organizations for a specified amount by a date designated by the Student Conduct Officer.
- D. Education or Restorative Assignment:** A student is required to complete an assignment that benefits the individual and/or the University community. Examples include, but are not limited to, performing contributory service, writing restorative reflections or research papers, and attending programs, lectures, or other educational events deemed appropriate by the Student Conduct Officer.
- E. Notification of Parent or Legal Guardian:** The University may inform a student's parent(s) or legal guardian(s) that the student has been found in violation of the University policies on alcohol, other drugs, or violence or separated from the University or the University's residence halls. All notice requirements shall be consistent with FERPA obligations.
- F. Housing Reassignment:** A student shall be reassigned or removed from a residence hall room if a determination is made that student is a disruptive influence within the residential community or may create a safety violation for themselves or other.
- G. Loss of Residence Hall Visitation and Guest Privileges:** The residence hall visitation and guest privileges of students are revoked for a designated period. In repeat offenses, residence hall visitation and guest privilege may be permanently revoked.
- H. Loss of University Housing:** The student will be suspended from university housing when there is a determination that a student has been a disruptive influence on the residential community. The student must properly check out of his/her room in accordance with existing University procedures within the time constraints established by the Student Conduct Officer. The resident may be liable for room and board charges as specified in the University's published refund policy. The sanction will stipulate a specific time period for the suspension of residency privileges and may include specific requirements that must be fulfilled before reinstatement into residence life will be considered. Readmission to University housing is at the discretion of the Dean of Students in conjunction with the Director of Housing and Residence Life.
- I. Delayed/Deferred Loss of University Housing:** Due to specific circumstances within the case, the student's housing contract is not immediately voided. The date in which move out is required by will be determined by the Dean of Students in consultation with the Director of Housing and Residence Life.
- J. Suspension:** The student or student organization will be suspended from the University when a determination is made that a student or student organization has been a disruptive influence on the University or a threat to the safety of the University community. Suspension is a separation of the student from the University for a specified period. A suspended student will be withdrawn from all courses and may not attend classes, take exams, receive grades, maintain a leadership position, or be on university premises without the written authorization of the Dean of Students

or designee throughout the entire duration of the suspension period. A suspended student must surrender his/her university-issued identification card to Campus Safety for the duration of the suspension. Should a financial refund be due to the student, it will be made in accordance with the University's published refund policy. In the case of a student organization, suspension will result in the loss of recognition which includes loss of privileges including, but not limited to, loss of the use of campus facilities and allocated student government funds, inability to participate in university activities or sponsor official activities. Future recognition is at the discretion of the Dean of Students in consultation with the Assistant Dean of Students and Director of Student Engagement & Leadership, or the Director of Athletics and Recreation.

- K. Delayed/Deferred Suspension:** Due to specific circumstances within the case, the student's suspension is not immediately in effect. The date on which the suspension begins will be determined by the Dean of Students.

- L. Expulsion:** The student will be expelled from the University when there is a determination that a student has been a disruptive influence on the University community, a threat to the safety of the University community, and/or when the nature of the violation is so serious that permanent separation from the University community is in order. Expulsion is permanent. An expelled student shall not be permitted on university property. An expelled student cannot be re-admitted to the University. Any refunds of tuition, fees, room, and board are subject to the refund policy as stated in the University's published refund policy. A record of the expulsion is entered and remains on the student's academic and student conduct files. In the case of a student organization, the organization will lose its official recognition, allocated funding, and all other privileges.

Appeals

The Respondent, if found to be in violation of university policy by the Student Conduct Board, has the right to appeal the decision of responsibility and any sanction within five business days of the issuance of the Board's decision. The appeal must be made in writing to the Dean of Students, whose decision is final. Appeal hearings are limited to case related documents.

Appeals are limited to the following:

- A. Substantial procedural error(s) that had a material impact on the outcome of the process; and/or

- B. New, material evidence not reasonably available at the time of the hearing.

Dissatisfaction with a finding of in violation or a sanction is not grounds for appeal.

In cases in which an appeal is requested, a stay of sanctions may be granted. Sanctions may be held in abeyance pending the outcome of the appeal, at the discretion of the University. However, the Dean of Students reserves the right to deny a stay of sanctions in cases in which he/she deems appropriate. The Dean of Students will issue his/her decision to the appealing Respondent within five (5) business days.

The Dean of Students' decision is final, and may include:

- A. A determination that the Respondent's request for an appeal is denied. If the appeal is denied, the matter is closed, and the Student Conduct Board's decision and any sanctions stand.

- B. A modification of the in-violation decision and/or sanction consistent with his/her decision to grant the appeal. The modified in violation decision and/or sanction will be final and not subject to further appeal.
- C. Remand the case to the original Student Conduct Board and provide instructions to reconsider the matter inconsistent with those instructions. Following reconsideration, the finding of the Student Conduct Board an/or the sanction(s) imposed will be final and not subject to further appeal.

Student Affairs Hold on Records

The enforcement of the Student Conduct Process Policy and other University policies may necessitate placing a Student Affairs hold on the student's record. This hold will be placed in the event that the student leaves Neumann University with pending student conduct matter that has not been resolved. This hold will also be applied in instances of suspension or expulsion. Other circumstance requiring a hold include, but are not limited to, incomplete sanctions and failure to comply with the directives of a university official. This hold will prevent a student from accessing grades, registering for classes, receiving a diploma and in some instances receiving transcripts.

Title IX Sexual Harassment and Community Standards Sexual Misconduct

Policy Statement

Neumann University committed to fostering a living, learning and working environment free of discrimination and harassment. Neumann University is subject to Title IX of the Educational Amendments of 1972 ("Title IX"), 20 U.S.C. §§1681, *et seq.*, which states that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Neumann University does not discriminate on the basis of sex and will not tolerate sexual misconduct in any form, including as defined by Title IX or Neumann University's community standards. Neumann University's complete Notice of Non-discrimination is available at <https://www.neumann.edu/about/nondiscriminationstatement.asp>.

Scope of Policy

Neumann University's Title IX Sexual Harassment and Community Standards Sexual Misconduct Policy and Procedures ("Policy") applies to all Neumann University community members, including students, faculty, staff and third parties, such as volunteers, contractors, and visitors. Alleged misconduct subject to this Policy ("Prohibited Conduct") includes both Title IX Sexual Harassment (which is defined by law) and Community Standards Sexual Misconduct (which includes allegations that do not meet the definitions under Title IX, but nonetheless violate Neumann University's community standards), as discussed further on [Neuman University's Title IX website](#).

Community Standards Sexual Misconduct that does not constitute Title IX Sexual Harassment and involves students will be resolved as outlined in the Code of Conduct. Community Standards Sexual Misconduct that does not constitute Title IX Sexual Harassment and involves employees as Respondents will be resolved as outlined in [IP 1.03 Harassment Policy and Procedures](#). The procedures beginning in

Section X below apply only to Title IX Sexual Harassment, regardless of whether students or employees are involved.

Title IX and the Title IX Co-Coordinator

The following individuals are responsible for coordinating Neumann University's efforts to comply with Title IX and this Policy:

Ms. Linda Harvey

Director of Human Resources and Title IX Co-Coordinator (Primary for faculty & staff)
Room 404, Rocco Abessinio Building, Fourth Floor
Email: harveyl@neumann.edu
Phone: 610-558-5628

Dr. Sarah W. Williamson

Dean of Students and Title IX Co-Coordinator (Primary for students)
Room 125, Bachmann Main Building, First Floor
Email: willsar@neumann.edu
Phone: 610-579-6678

Please contact either the above with questions regarding Title IX or this Policy. Questions may also be directed to:

Assistant Secretary for Civil Rights

U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Email: ocr@ed.gov
Phone: 800-421-3481

Reporting

Any person may report conduct constituting possible Prohibited Conduct to a Title IX Co-Coordinator in person, by mail, by telephone, by email or on-line by visiting <https://www.neumann.edu/titlenine/>. A Title IX Co-Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures (see Section IX) and to explain the process for filing a Formal Complaint where conduct that may constitute Title IX Sexual Harassment is involved.

Complainants are encouraged, but not required, to proceed with a Formal Complaint. If the Complainant desires to proceed with a Formal Complaint, the Title IX Co-Coordinator or designee will begin the Formal Complaint Processes (see Section XI). If the Complainant decides not to submit a Formal Complaint, the Title IX Co-Coordinator may sign a Formal Complaint when the Title IX Co-Coordinator deems doing so necessary to address the possible Prohibited Conduct, including in order to provide a safe and nondiscriminatory environment for all members of Neumann University's community. In deciding whether to sign a Complaint if the Complainant elects not to do so, the Title IX Co-Coordinator may, but is not required to, consider factors such as whether the conduct alleged included threats, violence, serial predation or weapons. A Complainant is not required to submit a Formal Complaint in order to receive Supportive Measures.

Anonymous Reporting

With the exception of Authorized and Responsible Employees, discussed in Section VII(B), any individual may anonymously report allegations of Prohibited Conduct by using the online incident report form found at <https://www.neumann.edu/titlenine/>. Depending on the information provided, Neumann University's ability to take action in response to an anonymous report may be limited.

Other University Policies

Neumann University lists in detail other University policies in the [University Policy Library](#). This section contains details of some University policies from the Policy Library¹. Students are responsible for abiding by the policies and procedures fully outlined in the [University Policy Library](#).

Alcohol and Other Drug Abuse Policy

As part of Neumann University's values of Reverence, Integrity, Service, Excellence, and Stewardship (RISES), students are expected to conduct themselves in a manner consistent with university values and to be mindful of personal well-being and the well-being of others. The University recognizes that the consumption of alcohol in moderation by persons of legal drinking age can be a social component of the University environment. Therefore, students of legal drinking age are granted the privilege of responsible alcohol consumption on campus if it is in alignment with the *Student Code of Conduct*. The following describes the risks associated with alcohol and drug abuse and the University's response to students engaging in substance abuse.

Policy

The University is required to enforce its own policies in cooperation with local, state, and federal laws pertaining to alcohol and illegal drug possession or use. The University cooperates with government authorities to ensure the safety and security of the University community. Additionally, all NCAA guidelines are required to be followed with respect to athletic events. All students, whether on or off campus, must adhere to local and federal laws concerning alcohol and illicit drug use and are expected to conduct themselves in a manner consistent with university expectations.

The consumption, distribution, transportation, or service of alcoholic beverages on university grounds must be in compliance with the Pennsylvania liquor and crime codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations. Pennsylvania law prohibits the sale, purchase, possession, consumption, or transport of alcoholic beverages by any person under the age of 21. It also prohibits:

- Misrepresenting age to secure alcoholic beverages;
- Carrying any form of false identification for the purpose of falsifying age in order to secure alcohol;

In addition to violations of University policies, there are state and local laws, including, but not limited to, Title 18 (Pennsylvania Crimes Code) and Title 75 (the Pennsylvania Vehicle Code) that impose significant criminal penalties if violated:

- Misrepresenting to another that a minor is of legal age.
- Inducing a minor to purchase, or offering to purchase alcohol for a minor; and/or
- Manufacturing or selling false identification cards.

¹ Text included in this Handbook is language used in the published University policies as of September 2023. The [University Policy Library](#) contains the most accurate and full versions of the policies.

Additionally, Neumann adheres to and enforces the Codified Ordinances of Aston Township (Section 608.1(a)) which provides for an open container law: *No person shall carry or possess and open container of beer, wine, liquor or other alcoholic beverage on the streets or other public ways of the Township, or on private property in the Township without the express permission of the owner or lessee of such private property.*

The University reserves the right to confiscate and dispose of all items, including paraphernalia, regardless of the age of the student it belongs to, that in its sole discretion, contribute to the use and misuse of alcohol when found on its premises. The University expects that all its students, whether on or off campus, will abide by the University's regulations and all state and local laws concerning alcohol. When a student engages in conduct off-campus that violates the University's regulations concerning alcohol use and such violation results in behavior which, in the University's sole judgment, is destructive, abusive, or detrimental to the University in any way, the University's Student Conduct Process shall apply, and such matters will be processed accordingly. Furthermore, the University is in no way a co-sponsor of off-campus alcoholic events where alcohol is served unless it has specifically stated prior to the event.

The use, possession and/or distribution of illegal narcotics or other controlled substances is expressly prohibited, except for those medically prescribed, properly used, and in the original container. All prescription drugs must be labeled with the student's name, prescription ID, date, name of physician and pharmacy so that proper use can be identified by Neumann University staff and/or campus safety personnel.

The University reserves the right to invoke the Student Conduct Process to the extent that drug use leads to behavior that in the University's sole judgment is harmful, destructive, abusive, or detrimental to the University's mission and interests. Any and all types of drug paraphernalia including, but not limited to, rolling papers, grinders, bongs, pipes, hookahs, water pipes, scales, drug storage containers, or any items modified or adapted for drug use, are not permitted on University property. Drugs and drug paraphernalia will be confiscated when found on university property. Students who are knowingly present where illegal substances are kept, are in the company of a person, knowing said person is illegally in possession of a controlled substance are, by their presence, in violation of the policy.

Risks

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration and devastating effects on family and friends. There are obvious risks such as suffering a hangover, being charged with driving under the influence or while intoxicated, sustaining, or causing personal injury. There are several less obvious risks associate with alcohol and other drug abuse that students might not realize, including:

- Poor academic performance
- Poor job performance
- Poor social interactions
- Unwanted or inappropriate sexual activity
- Jeopardizing future career prospects (e.g. impacts to professional certifications and licensure, admissions to advanced schooling)

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, hallucinations, and in some cases, death.

Good Samaritan Policy

In cases of a medical emergency or crisis, Neumann University students are expected to care for others in the Neumann community by seeking help from appropriate University staff members or medical providers. The Good Samaritan Policy is in place to ease concerns and eliminate any reason for hesitation that Neumann students may have in seeking help for others should an emergency or crisis arise. Students are expected to immediately report conduct or activity which poses a danger to the health or safety of the community or its members.

For example, all students – even those that are underage – are expected to seek appropriate assistance for themselves or others in situations where help is needed to ensure proper care of a person who is significantly intoxicated or under the influence of drugs. All students – even those who are underage – should not hesitate to seek help because of fear of disciplinary action.

The help seeker and the student in need generally will not be charged with a policy violation involving alcohol or drug use that occurred at or immediately before the time of the incident.

Although students may be required to meet with a university official regarding the incident, the University will support and encourage this behavior by treating it as a health and safety matter, not as a disciplinary incident. In rare circumstances, such as cases of repeated, flagrant, or serious violations of university policy or policies in conjunction with the drug or alcohol violation (e.g., bodily harm, sexual misconduct, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student's behavior, even if otherwise a "Good Samaritan" or student in need, may be considered more than a health and safety matter and subject to discipline.

Other violations of the University policies do not fall within the scope of this policy. In addition, the University may be obligated by applicable law to report all violations of the law to local law enforcement authorities and pursuant to the Clery Act and The Drug-Free Schools and Communities Act Amendments of 1989.

In situations involving danger to the health and safety of one or more individuals, students are required to do the following:

- To remain with individual(s) needing emergency treatment and cooperate with emergency personnel as long as it is safe to do so; and
- To meet with appropriate University officials after the incident and cooperate with any University investigation.

Furthermore, students are expected to contact at least one of the following parties:

- Immediately contact staff members from the Office of Housing and Residence Life, including resident assistants and/or professional staff members
- Immediately contact the Neumann University Department of Campus Safety (by dialing x5555 from any university phone or dialing 610-558-5555)

- Immediately contact the Aston Township Police Department (by dialing 911 for emergencies and 610-497-2633 for non-emergencies)

Students who abuse the protections of the policy by seeking help for others when there is no good-faith basis for doing so will not be able to claim the benefits of the policy. Students who fail to take appropriate action in situations involving danger to the health or safety of others who are part of the Neumann University community remain liable for violations of the *Student Code of Conduct*.

Bias Incident Policy

As a Catholic Franciscan University, Neumann University's Identity, Mission, Vision, and our [RISES](#) Core Values are integral to all academic programs, services, partnerships, and co-curricular activities. Neumann University promotes respectful learning environments, access, and opportunity. Members of the Neumann community are expected to conduct themselves in a manner consistent with university values. This policy applies to faculty, staff, students, and guests.

Definition

Neumann University describes a bias incident as any act (action or behavior) committed against a person or property, motivated by the offender's conscious or unconscious bias against a person or group's actual or perceived, ethnicity, gender, gender identity or expression, sexual orientation, disability, religion, socioeconomic class, nation of origin, age, veteran status, marital status, genetic information, political affiliation, or personal appearance.

Bias acts may be verbal, visual or physical in nature. These behaviors/expressions of hostility unintentional or otherwise often contribute to or create an unsafe or unwelcoming environment. Incidents qualify as bias incidents even when delivered with humorous intent or presented as a joke or a prank. Examples may include, but are not limited to: name calling, ethnic slurs, degrading language, derogatory graffiti or images, imitating a person's cultural norm, imitating someone with a disability, or using stereotypes. Any bias incident that is a violation of law is subject to referral to local or state authorities.

Reporting Bias

We encourage any campus community member who experiences or witnesses a bias incident or hate crime to report this incident utilizing the Bias Incident Reporting Form. While many bias incidents may not rise to the level of a violation of NU's *Student Code of Conduct*, Standards of Employee Conduct, and the institutional Harassment Policy, the presence of a violation *is not necessary for an occurrence to be considered a bias-related incident*. Bias, unintentional or otherwise, does not align with Neumann University's values. Even in incidents when an offender may not be identified, it is important to recognize, report, investigate and reconcile such incidents to the best of the University's ability.

Neumann University, as a matter of policy, requires Responsible Employees to promptly report disclosures of bias incidents, including all information that has been disclosed to the Responsible Employee, such as the names of those involved, the location of the incident, the alleged prohibited conduct. With the limited exceptions of confidential resources, such as the Counseling Center for Wellness for students and the Employee Assistance Program for employees, the University has designated all employees, including faculty, adjunct and visiting faculty, administrators, staff, and student-employees as Responsible Employees.

In the case of an immediate threat or emergency, call the Department of Campus Safety at 610-558-5555 or activate a blue light call phone on campus, or call local law enforcement at 911.

For non-emergency bias incident reports, to share additional information about a previously reported incident of bias activity, or to make a third-party report, use the online [Bias Incident Reporting Form](#).

Bias Incident Management and Response

When a bias incident report is received, an initial assessment of the report is conducted to determine whether the reported incident rises to the level of a hate crime* and to determine whether any immediate safety concerns should be addressed. Once the initial assessment is complete, the Bias Response Team will respond regarding the incident reported to the reporting party (if known).

Bias Response Team

The Bias Response Team includes, but is not limited to:

Ms. Linda Harvey

Director of Human Resources and Title IX Co-Coordinator (Primary for faculty & staff)
Room 404, Rocco Abessinio Building, Fourth Floor
Email: harveyl@neumann.edu
Phone: 610-558-5628

Dr. Sarah W. Williamson

Dean of Students and Title IX Co-Coordinator (Primary for students)
Room 125, Bachmann Main Building, First Floor
Email: willsar@neumann.edu
Phone: 610-579-6678

Depending on the nature of the reported incident, the Bias Response Team may:

- Offer support and information regarding available University resources.
- Offer options on how to report an incident for investigation and resolution in accordance with applicable University policies (e.g. Title IX, Harassment, etc.)
- Inform and consult with appropriate members of the University community regarding a possible institutional response.
- Coordinate support for community healing and educational outreach
- Assess avenues for minimizing and eliminating future incidents of bias.
- Catalogue incidents

Individuals who submit a report and identify themselves will be contacted for additional detail. Anonymous reports may be submitted, however, anonymous reports should be as specific as possible as anonymity may affect and limit the University's capacity to investigate, respond to, or follow up regarding reports of bias activity. Other University offices, such as the Office of the Dean of Students, Human Resources/Risk Management, Counseling Center for Wellness, Campus Safety, or Mission and Ministry may be consulted as needed. The response team will compile and analyze data from submitted reports to inform future educational and prevention efforts for the University. As a private university, Neumann University retains the legal authority to determine the extent to which it will regulate an individual's right to free speech and expression. In analyzing any incident, Neumann University will

consider whether the conduct in question constituted the exercise of rights protected under principles of freedom of speech or was covered by another Institution policy, including with respect to freedom of expression or academic freedom.

Examples of institutional responses may include:

- Removal of graffiti or flyers
- Individual outreach to an affected party
- Connecting affected parties to relevant resources
- Educational workshops, training, or seminars
- Notice to the community about the incident
- Offer of support and assistance to affected individuals/communities (typically in the form of counseling)
- Restorative resolution, through a process that reflects Neumann University's mission and Catholic, Franciscan core values, may be an acceptable means of resolving a bias incident. The reporting party or complainant may request a restorative resolution to the incident if appropriate. The purpose of a restorative resolution process is to promote reconciliation and create an agreement among the involved parties. Restorative resolution can be used only when all involved parties agree to the process as an option of resolving the incident.

Outcomes for Acts of Bias

Violation of this policy may result in a range of appropriate measures, including (where appropriate) disciplinary action or sanctions based on the egregiousness of the violation. Responses can include, but are not limited to, restorative outcomes such as education and training, written warning, probation, suspension, or separation from the University as outlined in Neumann University policies including SA 4.02 Student Conduct Process Policy, ER 1.05 Disciplinary Action or FE 1.06 Separation Policy. Additionally, any person who is in violation of this policy is subject to referral to local and state authorities for legal sanctions for unlawful conduct.

Retaliation against an individual for participating in any way in a report, investigation, or other proceeding under the Bias Reporting Policy or process is strictly prohibited. No one may intimidate, threaten, coerce, or discriminate against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under the Bias Reporting Policy or process. In evaluating whether retaliation has occurred, Neumann University may consider whether the conduct in question constituted the exercise of rights protected under principles of freedom of speech or was covered by another Institution policy, including with respect to freedom of expression or academic freedom. Retaliation by students is a violation of the *Student Code of Conduct* and will be addressed as outlined in SA 4.02 Student Conduct Process Policy. Retaliation by employees is **a violation** of institutional policy and will be addressed as outlined in IP 1.03 Harassment Policy and Procedures.

Differentiating Bias Incidents and Hate Crimes

Bias-related acts and hate crimes both involve behavior that is motivated by bias. However, there are important distinctions between them.

Bias related acts are essentially prejudiced behaviors toward a person because of their actual or perceived membership in a particular protected class. Even when offenders are not aware of bias or do not intend to offend others, bias may be revealed which is worthy of a response and an opportunity for

education. Bias-related acts do not align with the University's Core Values of fundamental human dignity and equality and require the commitment of the University community to successfully address them. Bias-related acts may not meet the legal definition of unlawful harassment or a hate crime.

Hate crimes are also motivated by bias, however they include a definable crime such as a threat of violence, property damage, personal injury, or other illegal conduct. A hate crime is a violation of the law and will be investigated by Campus Safety and/or other law enforcement agencies.

Social Networking Policy

This policy consists of both rules and guidelines, which cover all forms and manners of online social media and social networking. For purposes of this Policy, the terms “social media” and “social networking” are synonyms. Below are **just some examples** of social networking activities. There are too many examples of social media to list here. Even though a specific social media category or example below many not be included, it is emphasized that this Policy includes all forms of online expression.

- Social networking sites: Facebook, Instagram, LinkedIn
- Video and photo sharing websites: Flickr, YouTube
- Micro-blogging sites: Twitter, FourSquare
- Weblogs or blogs: The Huffington Post, Mashable, TechCrunch
- “Wilds” or other collaborative websites designed to enable anyone with access to contribute or modify content: Wikipedia, Digg
- Online forums, discussion boards, and online learning: Yahoo! Groups, Google Groups, or Canvas course participation
- Any other website for software applications that allow individual users or entities to publish content on the Internet.

Social Networking Expectations

Neuman University has established the following expectations for social networking. These expectations apply regardless of where and how one engages in online activities. For example, these expectations apply whether posting online on a personal computer off university grounds, or in Neumann’s library using Neumann computer systems. These expectations are intended not just for safety, but also to raise awareness that misuse of social networking may create unnecessary liability or risk for both social network users employed by, volunteering for, or as students of Neumann and Neumann.

Neumann reserves the right to monitor, access, view, copy, modify, and delete any information transmitted through and/or stored on Neumann computer information systems and networks, whether for social networking purposes or otherwise. Also, Neumann may, within the boundaries of the law, monitor, access, or view public information published on the Internet using any form of social networking, without regard to the method, means, or manner in which is published; given that information published on the Internet may be freely accessible, it does not matter whether Neumann computer systems or network were utilized in publishing this information.

Violations of the preceding Social Networking Expectations in this Policy may result in discipline up to and including termination of employment or expulsion from Neumann University. Nothing in this policy shall be construed to limit or preclude concerted activity as prescribed by law, regulation, or government policy. The following are the expectations related to social networking students are expected to follow:

1. Users are responsible for anything they post, publish, and communicate online. Users' conduct and communications may not conflict with any of the expectations states here, the *Code of Conduct*, or other harassment, confidentiality, intellectual property, computer use, or other University policies.
2. Publishing of any harassing, threatening, bullying, disrespectful, discriminatory, defamatory, inflammatory, or knowing false material about Neumann, its students, organizations, employees, faculty, administrators, volunteers, guests, vendors, or other University partners is not permitted.
3. Representing that Neumann endorses or promotes any communications or personal opinions, beliefs, products, causes, or political candidates is not permitted. When necessary or appropriate, include the statement: "This is my personal opinion and not that of Neumann University."
4. Disclosure of any of Neumann's protected intellectual property or confidential or proprietary information is not permitted.
5. Social networking activities must not interfere with responsibilities and duties.
6. Generally, use of Neumann's logo or any of Neumann's other trademarks or images are not permitted.
7. Respect all copyright and trademark laws including citing sources when appropriate.
8. Student organizations that wish to publish advertisements online must do so through the Office of Student Engagement and Orientation.