

Albertus Magnus College

Report to the General Assembly Education Committee

Pursuant to Public Act 14-11

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ALBERTUS MAGNUS COLLEGE

We have faith in your future.

September 29, 2021

Jeanie Phillips
Higher Education and Employment Advancement Committee

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

Dear Ms. Phillips,

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

Sincerely,

Nathan Friesema
Title IX Coordinator and Asst. Dean of Student Services
Campus Center 102C
700 Prospect Street
New Haven, CT 05611
203-672-1056





ALBERTUS MAGNUS COLLEGE

We have faith in your future.

In accordance with Public Act 14-11, Albertus Magnus College submits the following report for the 2020 calendar year.

A. Policy

Albertus Magnus College's Sexual Misconduct and Gender-Based Violence Policy (which includes Sexual Misconduct, dating violence, domestic violence, stalking, and other harassment and discrimination) is available on our website at: <https://www.albertus.edu/student-life/title-ix/>. [Appendix A](#) is a copy of the policy. This policy was implemented by the College prior to the start of the 2020-2021 academic year.

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

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

B. Notification of Victim's Rights and Options

Written notification of victim's rights and options is shared with all students at the beginning of both the Fall and Spring semesters, or when changes or adjustments to those rights or options are made. Additionally, all victims receive written notification of their rights and options when they file and/or report a complaint to/with the College. Victim's rights and options may also be found online at:

- The Albertus Magnus College Student Handbook "*The Source*" ([Appendix B](#)): <https://www.albertus.edu/policy-reports/student-code-of-conduct> and,
- Albertus Magnus College's Sexual Misconduct and Gender-Based Violence Policy: <https://www.albertus.edu/student-life/title-ix/>

C. Prevention, Awareness, and Risk Reduction Programs

Students:

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



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

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

Faculty/Staff:

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

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

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

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

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

D. Type of Prevention and Campaign Awareness Programs

- Green Dot™ Bystander Intervention Program
- “Know Your IX” program campaign: education on College policies and Title IX regulations performed in Residence Halls and online
- Poster Campaign throughout Campus: a campus-wide campaign focused on educating students and staff about how to make reports of perceived policy violations and included information about the College's Sexual Misconduct and Gender-Based Violence policy.
- Title IX Brochures: Brochures were provided to Campus faculty, staff, and student employees, and made available to the general campus population with information about resources, contact information for the Title IX Coordinator, and information on how to report perceived violations.
- Domestic Violence Month Social Media Campaign

- Title IX Website Link: A link to the College's Title IX webpage was added to the bottom of every College website page so it can be accessed within one click from anywhere on the website.
- Title IX information added to all prospective student information packets and all employee application submission acknowledgement letters.

E. Number of reported incidences to the College

The information report below is representative of the 2020 calendar year.

Type	Number of Incidences Reported	Number of Anonymous or Confidential Reports	Number of Disciplinary Cases	Outcomes of Disciplinary Cases
Sexual Misconduct (includes sexual assault and sexual harassment)	2	0	0	N/A
Stalking	0	0	0	N/A
Dating Violence	0	0	0	N/A

Appendix A

Sexual Misconduct and Gender-Based Violence Policy

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Introduction:

Albertus Magnus College has committed to promoting and living out its four pillars: Study, Prayer, Community, and Service. In the spirit of those pillars, the College has dedicated itself to creating and maintaining a campus environment where safety, health, and well-being are priorities for all members. Sexual misconduct and Gender- Based Violence includes a variety of acts that are perpetrated against an individual without consent or when an individual is unable to freely give consent. Any member of the Campus community can be a complainant, regardless of their gender or sexual orientation, or community status. The College will not tolerate any form of sexual misconduct or Gender-Based Violence and will treat all offenses as serious violations with serious consequences.

The Sexual Misconduct and Gender-Based Violence Policy has been developed to:

- Help educate the Albertus community about the shared expectations regarding sexual behavior
- Define sexual misconduct as a variety of behaviors prohibited by the Student Handbook
- Explain the difference between the criminal process that might be pursued with law enforcement, which the College has no control over, and the process for addressing reports of sexual misconduct violations under the Albertus Magnus College Student Handbook
- Describe the rights of those who report violations (“complainants”) and those who are being accused of violating the Sexual Misconduct Policy (“respondent”)
- Share information on how someone who is experienced or witnessed some form of sexual misconduct can report that incident.
- Communicate information about the rights of complainant(s) and respondent(s)
- Identify campus and community resources for individuals who wish to report sexual misconduct and for students who have been accused of sexual misconduct
- Ensure complete compliance with state and federal regulations, including Title IX, Violence Against Women Act (VAWA), Campus SaVE Act, and the Jeanne Clery Act

This policy addresses sexual assault and misconduct as a violation of the Albertus Magnus College Student Handbook and therefore only applies to situations involving students. Sexual misconduct complaints against or involving students may be processed by the Department of Student Services (or designee). Please contact Nathan Friesema, Title IX Coordinator at nfriesema@albertus.edu or Jessica Wheeler, Deputy Title IX Coordinator, Jessica Wheeler at jwheeler2@albertus.edu for more information.

The policy and procedures addressed here are in addition to, and not a replacement for, any legal options that may be available. Any criminal process is separate from proceedings at the College level. Those interested in pursuing a criminal investigation should contact the Department of Student Services or Public Safety for more information, the New Haven or Hamden Police departments, or dial 911.

Upon receiving a report/complaint, Albertus Magnus College will thoroughly pursue measures to prevent harassment and discriminatory effects in relation to a report/complaint. Albertus will work with complainants and respondents to minimize disruption to their education endeavors during the Title IX process (see resources at the end of this policy).

Notice of Nondiscrimination:

Albertus Magnus College (“Albertus” or the “College”) is committed to preserving the safety and dignity of all members of its community. The College prohibits all forms of gender-based discrimination, including, but not limited to, sexual harassment, sexual assault, intimate partner violence, sexual exploitation, and stalking. The College has a zero-tolerance policy for sexual misconduct; gender-based discrimination is prohibited under Title IX and will not be tolerated in any form. The College will investigate and address all instances of such behavior thoroughly, effectively, and promptly.

This Policy applies to all members of the College community regardless of sexual orientation or gender identity, as



well as the conduct of third parties, such as guests and visitors, directed toward College students, faculty, or staff members. The Policy applies to behavior occurring both on and off-campus. The college reserves the right to define who is considered a community member. Community members may include but are not always limited to; faculty, staff, students. Alumni, contracted employees, and outside vendors providing a service.

Title IX and Deputy Title IX Coordinators:

Title IX Coordinator:

Nathan Friesema | Assistant Dean of Student Services and Title IX Coordinator | Campus Center Room 102C | 203- 672-1056 | nfriesema@albertus.edu

Deputy Title IX Coordinator(s):

Jessica Wheeler | Residence Director and Deputy Title IX Coordinator | Campus Center Room 102G | 203-773-8584 | JWheeler2@albertus.edu

Jurisdiction:

The College will investigate incidents of sexual misconduct in the following situations:

- Incidents that occur on campus and involve a current College community member
- Incidents in which the accused is a current College community member
- Where the complainant is participating in or attempting to participate in the education program or activity of Albertus Magnus College, or the parent/guardian of such
- Filed grievances of sexual misconduct from an individual outside of the College community and not relating to College conduct may be investigated if the College determines that the conduct described in the complaint constitutes a sufficient threat to the College community to warrant an investigation
- Where the incident occurred on-campus, in College-controlled spaces or dwellings, at College sponsored events, activities, or educational settings.

All individuals are encouraged to file a grievance of sexual misconduct or gender based violence promptly. An individual can file a grievance at any time to any College official. All individuals have the option to file a grievance with the local law enforcement.

Key Definitions:

The following definitions apply to complaints of sexual misconduct:

1. **Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or a violation of the Student Handbook.
2. **Complainant:** The person who is alleging the occurrence of a violation that could constitute of sexual harassment or be in violation of the Student Handbook. Parents and legal guardians of students can file a complaint on behalf of the student.
3. **Advisor:** A person who may advise the complainant or the respondent throughout the



judicial/investigation process.

4. **Confidential Resources:** College employees who are not required to report *any* information regarding an incident of alleged sexual violence to the Title IX Coordinator.
5. **Mandatory Reporters/Responsible Employees:** All other College employees not identified as confidential or limited confidential resources.
6. **Official with Authority:** any official of the recipient who has authority to institute corrective measures on behalf of the recipient.
7. **Actual Knowledge:** Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient. This standard is not met when the only official of the recipient with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the recipient. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

General Terms:

1. **FORMAL COMPLAINT:** a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.
2. **DOCUMENT FILED BY A COMPLAINANT:** a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
3. **SUPPORTIVE MEASURES:** individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. These services are available without fee or charge to both the complainant and respondent, and confidentiality will be maintained to the extent practicable.
4. **EDUCATION PROGRAM or ACTIVITIES:** locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs.
5. **CONSENT:** "Consent" means words or actions that demonstrate an affirmative, knowing and voluntary agreement to engage in a mutually agreed-upon sexual act. Consent must be informed and freely given. Consent is invalidated when it is forced, coerced, or when a person is physically and/or mentally incapable of giving consent. For example, a person who is substantially impaired by drugs or alcohol may not be able to consent. Some signs of substantial impairment may include, but are not limited to, loss of balance/inability to walk without stumbling, slurred speech, inability to focus one's vision, vomiting, erratic or extreme behavior, knowledge of person's significant use of drugs or alcohol, or passing out.



Consent is an active, on-going process. It can be withdrawn at any time, and consent for one sexual act does not imply consent for another subsequent sexual act. Consent, a lack of consent or a withdrawal of consent can be expressed by words or actions or both. For example, verbal silence or the absence of physical resistance does not automatically mean someone has consented to a sexual act; nor is physical resistance required for a person to verbally communicate a lack of consent or to withdraw consent.

In reviewing an allegation of sexual misconduct, consent is a critical factor in determining whether there is a violation of this policy. Although all parties must give their consent to any sexual act and it is the best practice for both partners to be responsible for confirming that they have obtained the other's consent, it is the responsibility of the person initiating the sexual act to obtain consent from the other.

During a Formal Hearing Process, the Hearing Chairperson or hearing board may examine the issue of consent from a variety of perspectives, including whether the respondent believed they had obtained consent and whether a reasonable person would have believed that the respondent had obtained consent. Although neither perspective is outcome-determinative for every case, students are strongly advised to be mindful of and conduct themselves according to the reasonable person standard and to avoid any ambiguity in obtaining and giving consent.

The following are clarifying points:

- Consent is required each and every time there is sexual activity;
- Consent to some levels of sexual activity does not imply consent to all levels of sexual activity. Each new level of sexual activity requires consent;
- At any and all times when consent is withdrawn or not verbally agreed upon, the sexual activity must stop immediately;
- The person(s) who initiate(s) a new level of sexual activity is responsible for asking for consent;
- Use of agreed upon forms of communication such as gestures or safe words is acceptable, but must be discussed and verbally agreed upon by all parties before sexual activity occurs;
- A current or previous dating or sexual relationship with the initiator (or anyone else) does not constitute consent;
- Being intoxicated does not diminish one's responsibility to obtain consent;
- Silence, passivity, or lack of active resistance is not consent;
- Intentional use of alcohol/drugs does not imply consent to sexual activity;
- Seductive dancing or sexy/revealing clothing does not imply consent to sexual activity;
- Anyone under the age of 16 cannot give consent;

6. **INCAPACITATION:** An incapacitated individual cannot give consent. Incapacitation can result from a psychological health condition, voluntary or involuntary intoxication, or use of any drug, intoxicant or controlled substance.

An individual must not engage in sexual activity with another person if the individual knows or should have reasonably known that the other person is incapacitated. An individual is considered incapable of giving effective consent when an individual lacks the ability to appreciate the fact that the situation is sexual, and/or cannot rationally and reasonably appreciate the nature and extent of that situation. One who is unconscious, unaware, asleep, or otherwise helpless, is incapable of giving consent.

7. **COERCION:** Coercion is the use or attempted use of pressure and/or oppressive behavior, including express or implied threats,



intimidation, or physical force, which places a person in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering or pressuring another to consume a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent before engaging in sexual activity.

8. SEXUAL HARASSMENT: Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo harassment); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity (hostile environment); or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Sexual Harassment continued: Albertus Magnus College also recognizes the following additional definition as Sexual Harassment. Sexual harassment is a form of discriminatory harassment occurring within an employment or educational context that federal and state law addresses with very specific provisions.

According to the State of Connecticut unwelcome sexual advances, requests of sexual favors, and/or other verbal or physical contacts of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic or employment success,
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment evaluation and decisions affecting such an individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive living, learning, or work environment.

The effect of sexual harassment will be evaluated based on the perspective of a reasonable person in the position of a Complainant. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

9. SEXUAL ASSAULT/RAPE: Sexual assault, including rape, is any type of sexual act directed against another person that occurs without the consent of the complainant, including where the complainant is incapable of giving consent.

Rape is any penetration, no matter how slight, of the vagina or anus with any object or body part, or oral penetration by a sex organ by a person of any gender or sexual orientation that is



without consent.

- 10. SEXUAL EXPLOITATION:** Sexual exploitation occurs when a person takes non-consensual or unfair sexual advantage of another for their own advantage or benefit, or to benefit someone other than the one being exploited.

Examples of sexual exploitation include, but are not limited to,

- non-consensual video, photographing, or audio-taping of sexual activity;
- non-consensual distribution of a video, photograph, or sound recording of sexual activity; or non-consensual photographing of nudity;
- non-consensual distribution of a nude photograph;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in peeping or indecent exposure;
- inducing incapacitation through alcohol or drugs in order to sexually assault another person (whether or not sexual contact actually takes place); an example could include spiking someone's drink.

- 11. STALKING:** Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress. For the purpose of this definition:

- a) "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- b) "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.
- c) "reasonable person" means a reasonable person under similar circumstances and with similar identity to the complainant

Cyberstalking is another form of stalking where a person engages in a course of conduct using the Internet, e-mail, or other electronic communications devices to pursue or track another person that would cause a reasonable person to –

(A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Stalking can include, but is not limited to:

- unwanted telephone calls
- unwanted letters, e-mails, or other forms of communication/messaging or unwanted or threatening gifts
- pursuing or following a person without his or her consent
- unwanted appearances at a person's place of residence, school, or work surveillance or other types of observation
- use of electronic devices or software to track or obtain private information



violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship; the type of relationship; the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

- 13. DOMESTIC VIOLENCE:** Domestic violence is defined as violence committed by a current or former spouse of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabited with the complainant as a spouse or someone similarly situated to a spouse, or by any other person from whom the complainant is protected under the domestic or family violence laws in the jurisdiction in which the act occurred.

Training:

The college recognizes the delicacy and thoroughness each grievance requires. The college is committed to providing all community members with the best possible experience. A contributing factor to the success of the Title IX & Sexual Misconduct and/or Gender Based Violence Grievance procedure is continued education and training for all involved staff members. Please visit the Title IX web page, as well as the portal tile for a list of all trainings these individuals complete as of August 14th, 2020. You may also request a hard copy from the Title IX Coordinator or the Deputy Title IX Coordinator.

Prevention and Education:

Albertus Magnus College employs primary prevention strategies to prevent gender-based violence (sexual assault, intimate partner violence, and stalking). Yearly prevention education activities include, but are not limited to:

- First-Year Orientation programs to educate new students about the dynamics of gender-based violence, bystander intervention strategies, the College's sexual misconduct policy, consent, reporting procedures, and available resources.
- Prevention workshops for students, staff, and faculty, including bystander intervention training.
- The Title IX Coordinator (or designee) educates College staff and faculty on how to report instances of sexual misconduct and gender-based violence.

Coordinated Community Response Team (CCRT):

Albertus Magnus College has established a Coordinated Community Response Team (CCRT) also known as the GIVE POWER Initiative, to improve both the prevention of and response to sexual misconduct and gender-based violence on campus. GIVE POWER is led by the Coordinator for Prevention of Gender-Based Violence and made up of students, staff, faculty, and community partners. GIVE POWER meets at least once per month. Anyone interested in joining GIVE POWER should contact Kelsey Alexander, Coordinator for Prevention of Gender-Based Violence at 203-773-4477 or kalexander@albertus.edu.

Medical Care and Preserving Evidence:

An individual who has been impacted by sexual violence is urged to seek medical care as soon as possible. Even if a complainant doesn't want to report the assault, medical attention is highly recommended to check for injuries, sexually



transmitted infections, or pregnancy.

Complainants of sexual assault are strongly encouraged to undergo a forensic examination within 72 hours by a trained professional. Forensic examinations are not available at the Student Health Center (SHC) and require police involvement. Complainants should use a local hospital for comprehensive medical care and a forensic examination after an assault. In cases requiring urgent care, contact local emergency services by calling 911.

In addition to receiving proper medical attention, consider the following:

- Time is a factor in the collection of evidence. Post-assault forensic evidence (commonly referred to as a “rape kit”) is best collected as soon as possible or within 72 hours after the assault. Complainants should go to the hospital as soon as possible after the assault.
- A Victim Advocate can accompany the complainant to the hospital to provide support and answer questions on what to expect.
- Complainants should not bathe or douche as this will destroy evidence that supports a legal case against the respondent.
- The hospital/police will keep the clothes worn during the assault as evidence. Complainants should bring a change of clothes to the hospital, or take the clothes they were wearing during the assault in a brown paper bag to the hospital.
- For more information about evidence collection go to: www.rainn.org/get-information/sexual-assault-recovery/rape-kit.

The Student Health Center will provide prompt medical and psychological support for all complainants of sexual assault. The SHC will initiate and coordinate care between other Albertus Magnus College departments and area hospital emergency departments for follow-up care. The Student Health Center is located in the Huber Campus Center next to the dining hall and is open Monday-Friday from 8:30 am – 4:30 pm.

Reports and Filing Complaints or Grievances:

The College encourages anyone who experiences sexual misconduct or gender-based violence to talk to somebody about what happened as soon as possible. This is so they can get the support and assistance they need, and so the College can respond appropriately. Everyone has the option to make formal grievances of incidents to the Title IX Coordinator(s). The grievance will remain private, and only those people who need to know about the incident will be informed.

There are several different resources available for filing grievance. When choosing a resource, the following information should be considered:

- All reported grievances of sexual misconduct and gender-based violence, including sexual harassment, stalking, sexual assault, sexual exploitation, voyeurism, and intimate partner violence will be treated seriously and with dignity by the College.
- Those who have been harmed have the right to take both legal action (criminal and/or civil action) and action through the College against the individual allegedly responsible. Members of the College community have the option to notify local law enforcement of sexual misconduct or gender-based violence.

Anonymous Grievance Option

Any member of the College community may anonymously report a grievance of the College’s Sexual Misconduct and Gender-Based Violence Policy or the Federal Government’s definition of Sexual Harassment by calling the Falcon Tip Line at 203-



672-6795 or by completing the Falcon Tip form www.albertus.edu/falcontips. These grievances will be directed to the Title IX Coordinator(s) for review and appropriate action. Please note that the College's response to such anonymous reports may be limited due to a lack of information.

If a Third Party Reporter is filing a report on behalf of another community member, the Third Party Reporter has the option to identify themselves as a way to provide additional support and resources to the Complainant.

*If a Third Party Reporter is also a mandated reporter or responsible employee of the College, they **must** identify themselves when reporting on behalf of another community member.*

Confidential Reporting Options

Some employees, known as "Confidential Resources," are required to maintain near complete confidentiality. Talking to them is sometimes called a "privileged communication." You may contact these individuals at:

Student Health Services | Campus Center, room 210 | (203) 773-8938
Counseling Center | Campus Center, room 202 | 203-773-8149

Campus Security Authorities

Some members of the Albertus community are considered Campus Security Authorities. Campus Security Authorities (CSAs) are legally obligated to make a report if they become aware of a crime. Anyone an individual might reasonably report a crime to is considered a CSA (Member of Public Safety, Academic Advisor, Student Success Coach, Student Success Counselor, Student Employee Supervisor, Resident Assistant, Orientation Leader, Residential Life staff, Athletic Coach, etc.). Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Reporting Obligations for Faculty and Staff:

The College recognizes that faculty and staff bear a particularly important responsibility to deter sexual misconduct and gender-based violence. **Any faculty or staff member (other than those who are statutorily prohibited from reporting) who learns of conduct that may violate this policy must contact the Title IX Coordinator within 24 hours, or as soon as possible.** Individuals who are statutorily prohibited from reporting (such as the staff employees in the Health and Wellness Center) are not required to report to the Title IX Coordinator.

- While these employees may maintain a Complainant's privacy vis-à-vis the College, they may have reporting or other obligations under state law, such as those listed below:
 - Communications between mental health professionals and patients are generally confidential and cannot be disclosed to a third party without the patient's consent. However, mental health professionals may disclose privileged communications without the patient's consent in certain circumstances, such as when they have a good faith belief that there is a risk of imminent injury to the patient, or others, or to the property of other individuals. See, e.g., *Conn. Gen. Stat. 52-146*.
 - Disclosure may be required by court order.

Amnesty:

If you have experienced sexual misconduct or gender-based violence, or are a third party reporter acting in good faith that discloses any



incident of sexual misconduct or gender-based violence to College officials, the Deputy Title IX Coordinator or Public Safety, no formal disciplinary actions will be assigned to the involved parties in need of assistance for alcohol or drug possession violations relating to the incident.

Reporting Parties or Third Party Reporters should not let their use of alcohol or drugs be a deterrent to reporting an incident. When investigating an alleged incident, the College's primary focus will be on addressing the sexual misconduct violation and not on alcohol/drug violations that may be discovered or disclosed in the course of the investigation.

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

General Information About Reporting:

- The complainant or victim must be participating in or attempting to participate in an education program or activity of Albertus Magnus College in order to make a complaint.
- Anyone can file a report whether they are a complainant (or a parent/guardian), witness, or concerned third party.
- Complainants have the option to:
 - file both a criminal report with the police and a report with the College at either Department of Student Services (Title IX Coordinator) or Residence Life;
 - file only a report with the College;
 - file only a criminal report with the police;
 - file an anonymous report online or by calling the Title IX Coordinator at (203)-672-1056 or using the Falcon Tip Line;
 - file no report at all
- Filing a report with the Title IX Coordinator, Department of Student Services and/or The Office Residence Life does not mean that you have to be involved in a police investigation, go to court, or talk to the respondent.
- A complainant or witness who is under the influence of alcohol or drugs at the time of a sexual misconduct incident generally will not face disciplinary charges from the College for underage drinking or drug use.
- A complainant has the right to request a College Sexual Misconduct Advocate to go with them when filing a report with the police or with the College.
- The intentional filing of a false report is a violation of the Student Handbook and may also violate state criminal and civil laws.

If you have any questions or need help, the offices or staff members listed in the On-Campus Resources section of the policy below can offer information and support. Choose any office with whom you feel most comfortable.

Actual Knowledge: In order for the College to appropriately and effectively respond or take action, it is important the institution receive Actual Knowledge. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on



behalf of the recipient. This standard is not met when the only official of the recipient with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the recipient. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

CONFIDENTIALITY and REPORTING

The College will not inform students' parents or guardians of their involvement in a situation involving sexual misconduct unless necessary to protect the student's health and safety or the student requests the College to make such contact.

Prompt reporting of a complaint before behavior becomes severe or pervasive is strongly encouraged, but there is no time limit to file a complaint.

All reported instances of sexual misconduct will be investigated promptly, thoroughly, and equitably with appropriate response taken to ensure a safe and nondiscriminatory environment for all students, faculty, and staff. A complainant may request that no investigation take place or that their name not be disclosed to the respondent during an investigation. Honoring such a request may limit the College's ability to respond fully to the incident, including pursuing disciplinary actions. These requests will be evaluated according to the severity of the situation and the threat that the respondent poses to the overall safety of the campus community. The College will notify the complainant if and when confidentiality and/or compliance with their wishes cannot be guaranteed.

Albertus Magnus College will take necessary steps to avoid a conflict of interest in relation to personnel involved in investigating or adjudicating a complainant/report.

FEDERAL REPORTING OBLIGATIONS

Complainants of sexual misconduct should be aware that College administrators must issue timely warnings, called "Campus Alerts," for incidents reported that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions for themselves.

The College is also obligated to maintain records of crimes reported on campus to Campus Security Authorities, and make a reasonable good faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in the Annual Security. Crime reports made to campus security authorities may include personally identifiable information to aid in crime investigation. However, personally identifiable information will not be included in the disclosure of crime statistics or a daily/weekly log or report.

Supportive Measures / Interim Accommodations

Albertus Magnus College will assist individuals involved in a sexual misconduct/Title IX complaint, upon request, with changes in academic, living, transportation and working situations **if the changes are**



reasonably available, regardless of whether the complainant chooses to report the incident to campus police or local law enforcement.

These supportive measures include, but are not limited to:

- Housing reassignment to ensure that complainant and respondent are not in close proximity;
- Emergency Housing options
- Limitations on contact between parties (referred to as a “No Contact Letter”);
- an on campus escort to ensure safety;
- Reassignment of classes to ensure that the complainant and respondent are not attending the same class;
- Counseling services;
- Medical services;
- Academic support such as tutoring and possible deadline extensions;
- On campus work accommodations
- Dining Services

Involved Party Rights

Both the *Complainant* and *Respondent* have rights in an investigation. These rights include the following:

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination, and/or harassment made in good faith to the College;
- The right to be treated with respect by the College throughout the process;
- The right to be notified of available counseling, mental and physical health services for victims of sexual misconduct, gender-based discrimination and/or harassment on campus and off-campus;
- The right to identify witnesses and other parties, and to request the Title IX Coordinator and/or investigator to contact those individuals as part of the investigation;
- The right to have a support person/advisor present during the investigation and hearing;
- The right to file a grievance about the incident to off-campus authorities and/or law enforcement and to be assisted by College staff in doing so;
- The right to know the members of the Investigation Team and Hearing Board ahead of time, and to address concerns of bias and/or conflict of interest in regards to Investigation team and Hearing Board members;
- The right to review all documents and grievances produced by the investigation, take up to 10 days to respond to the investigation report, as well as the names of all witnesses who may be called to provide statements to the committee, before the hearing;
- The right to review or provide additional information and/or documentation before the hearing;
- The right to have the College request attendance and accommodate individuals called as witnesses for a hearing;
- The right to be present and participate in the investigation process;
- The right to make an impact statement to the investigation team, should the investigators find the accused individual responsible for violating this policy;
- The right to be informed of the outcome and sanction of any investigation when a decision is rendered, and to receive that decision in writing;
- The right to appeal the finding and sanction of the hearing board, in accordance with the appeal guidelines established in this policy;
- The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary;



- The right to know what provisions the Respondent is charged with violating in regards to:
 - The Student Handbook
 - The Faculty Handbook
 - The Staff Handbook
- The right to participate in investigation hearings by means other than being in the same room with the charged individual
- The right to have the Title IX administrative process fully explained, and to receive written notice of all charges before an investigation hearing

Grievance/Complaint Procedures:

Violations:

Specific violations of the Student Sexual Misconduct Policy, consistent with the Policy's defined terms, are outlined below:

1. Sexually harassing or attempting to sexually harass another individual.
2. Sexually assaulting or attempting to sexually assault another individual.
3. Sexually exploiting or attempting to sexually exploit another individual.
4. Stalking or attempting to stalk another individual.
5. Violence, including but not limited to sexual or physical abuse, against another individual who is or has been in a social relationship of a romantic or intimate nature with the complainant (Dating Violence).
6. Violence against another individual who is or was a spouse or cohabitant or who is otherwise protected under Pennsylvania domestic or family violence laws (Domestic Violence).

Any student or employee of Albertus Magnus College can file a complaint against a student or student organization for violations of the Student Handbook on the basis of sexual misconduct. Student Handbook charges are entirely separate from any criminal charges or criminal investigation by the police. Any complainant may file a criminal complaint with police in addition to a Student Handbook violation.

If a formal complaint is received (a document filed by the complainant is received) and the allegations in the document signed by a complainant do not meet the definition of sexual harassment under Title IX, or did not occur in an Albertus College education program or activity, or against a person in the United States, the College must dismiss such allegations for purposes of Title IX, but may still address the allegations in a manner consistent with our Student Handbook for violations that do not fall under Title IX.

Retaliation:

Albertus Magnus College prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting or participating in any investigation or proceeding involving allegations of sexual misconduct. Any retaliatory behavior should be reported immediately to the Title IX Coordinator (203)-632-1056.

Any person, including third parties, who are found responsible for retaliating against any participant, including a witness, complainant or respondent, will be subject to separate disciplinary charges and sanctions. Retaliatory acts could include, but are not limited to intimidation, threats, coercion, or discrimination.

Adjudication Process:

All staff/faculty/outside third parties involved in the adjudication process will have been trained to objectively participate in their various roles (investigators, hearing board members, advisors, appellate board



members, etc.). Investigators and board members with bias or conflicts of interest will not be utilized.

Informal Resolution Process

The respondent and the complainant involved in the case are entitled to a prompt, fair, and impartial investigation and resolution.

The purpose of the informal complaint process is to encourage the reporting of complaints concerning non-violent sexual misconduct and to facilitate satisfactory resolution of the complaint as quickly as possible through the use of mediation, restorative justice, or another means. An informal resolution may not be appropriate depending on the factual circumstances. A complainant may directly file an informal complaint with the Department of Student Services and Title IX Coordinator, who will screen the complaint and make an initial determination of whether the allegations are appropriate for informal resolution. Complaints involving any College personnel, faculty, staff member, or vendor are not permitted to be addressed using the informal resolution process.

If the allegations are not appropriate for informal resolution, the Department of Student Services will inform the complainant that a formal complaint must be filed. If the allegations are appropriate for informal resolution, the Title IX Coordinator or designee, will meet with the complainant and the respondent, along with their advisors (optional), to resolve the complaint after notifying parties, in writing, of the allegations, giving them the opportunity to select an advisor, and to submit and review evidence. This meeting may be held separately or with all parties. Informal resolution is voluntary and either party has the opportunity to withdraw at any time and the complainant may proceed with a formal complaint.

If an agreement is reached, the Title IX Coordinator or designee will provide a written statement of the resolution to both parties involved in the case. If an agreement is not reached, the Title IX Coordinator or designee will inform the complainant of their right to file a formal complaint.

Formal Resolution Process

The respondent and the complainant involved in the case are entitled to a prompt, fair, and impartial investigation and resolution.

Once a complainant files a formal complaint, or the Title IX Coordinator signs a formal complaint (only in situations where the Title IX Coordinator determines doing so over the wishes of the complainant is not clearly unreasonable given the known circumstances), all parties will be notified in writing of the allegations, given an opportunity to select an advisor, and have their rights within the process made known to them, including the ability to submit and review evidence throughout the investigation. Then, an initial fact-finding investigation will be conducted by a trained investigator or investigators, designated by the Title IX Coordinator. The investigator(s) will speak with the complainant, the respondent, and additional individuals with knowledge related to the alleged misconduct. The investigator will also review related evidence such as text messages, phone records, emails, photographs, or videos. The investigator(s) will draft a factual summary of each person's statement and a list of evidence, noting the source of that evidence. To the extent possible, a copy of all evidence to be included in the report will be attached to the report. The investigator's report will then be provided to both the complainant and the respondent. Within ten business days of receiving the report, either party may submit a written response to the report noting any discrepancies or additional information.



presented with a formal charge, the respondent may wish to accept responsibility without a hearing. A hearing board assigned to the case by the Department of Student Services or designee will then determine an appropriate sanction and will inform the complainant and the respondent of the proposed sanction. Where the complainant and respondent agree with the sanction, both will be required to sign a statement of agreement and waiver of any right to appeal. Where either the complainant or the respondent do not agree with the proposed sanction, either may insist on a formal hearing and both parties will then retain the right to appeal the outcome of the hearing.

For all other complaints, a live, formal hearing will be held before a formal hearing board. All hearings are closed and information will be shared only with the necessary decision makers. Students may bring one advisor with them to the live hearing. The purpose of a hearing is to hear the facts and circumstances of the alleged incident and to accept all evidence offered by the complainant and the respondent. In determining whether a sexual misconduct violation has occurred, the formal hearing board applies a preponderance of the evidence standard. That is, the formal hearing board must determine if the testimony and evidence presented suggests that it is more likely than not that sexual misconduct has occurred.

The College reserves the right to hold a hearing even where the respondent or the complainant do not attend (“in absentia”) whenever necessary and appropriate. If the hearing is held in absentia, the respondent may not have the opportunity to respond to the alleged violation(s) and/or the complainant may not have the opportunity to present their case. Should the respondent elect not to appear, it shall not be taken as an indication that the respondent has violated a College policy and must be noted without prejudice. The decision in such cases will be made after considering the evidence available. If the initial complainant is unable or unwilling to participate, the College may proceed as the complainant where necessary to provide a safe and nondiscriminatory environment for all students.

The Hearing Chairperson is a voting member selected by the Title IX Coordinator or other designee. The role of the Chairperson is to maintain control over the hearing by ensuring orderly and efficient administration of the hearing. Any procedural or process issues are the sole responsibility of the Chairperson. The Chairperson controls all questioning, informing the parties, their advisor, and board members when they may ask questions and votes in determining what questions are allowed. In addition, the Chairperson facilitates discussion, guides board deliberations, and assists the board with rendering a decision and applying consistent sanctioning. Anyone who displays disorderly or disruptive behavior and refuses to comply with the request of the Hearing Chairperson during a hearing will be asked to leave the hearing and could be subject to disciplinary action.

Live Hearing Procedural Guidelines:

The following procedural guidelines are established for the direction of all sexual misconduct live hearings:

1. Recordings:

- i. All live hearings are recorded. Recordings are utilized in the event of an appeal or for the review of the board during their deliberation.
- ii. For access to recordings, please see section V. Records.

2. Notification:

- i. The respondent and the complainant shall be notified, in writing, by an appropriate College official of the alleged violation(s) of a College policy(s) and of how the alleged violation(s) came to the Department of Student Services attention.
- ii. The complainant and respondent shall receive written notification of the time and place



- of the hearing at least three business days prior to the hearing.
- iii. The complainant and respondent shall receive written notification of all hearing rights, procedures, and responsibilities regarding the judicial process.
- v. The complainant and respondent shall receive written notification of the hearing results within 10 business days of the conclusion of the hearing, unless extenuating circumstances warrant an extension.
- vi. The complainant and respondent shall receive written notification of an appeal decision within 20 business days after filing the appeal, unless extenuating circumstances warrant an extension.

For all necessary notifications, the Department of Student Services will make every effort to notify both the complainant and respondent at the same time.

3. Witnesses:

- a. The complainant and respondent have the right to appear in person and to present information regarding the allegations in the complaint and to call witnesses on their behalf.
- b. If witnesses are appearing, the complainant and respondent must present, in writing, the names of the witnesses at least two business days prior to the hearing to the Title IX Coordinator or designee.

4. Advisor of Choice:

- i. The complainant and respondent have the right to be accompanied by **one** advisor of their choice during any part of the disciplinary proceedings. The College may consult with legal counsel, who may also be present.
- ii. An advisor may be a faculty, staff or student of the College, legal counsel, parent/guardian, or anyone else of the complainant or respondent's choice.
- iii. The advisor may provide individual consultation to the respondent or complainant being represented and may suggest questions to that individual. However, only the advisor may question any participant, including the complainant, the respondent, witnesses, board members, or the Hearing Chairperson during a live hearing. Each question posed by an Advisor must first be voted upon by the hearing board to determine whether to allow or dismiss the question. If allowed, the question must be answered. If dismissed, the Advisor may submit their next question.
- iv. For purposes of cross-examination during live hearings only, the College will appoint an Advisor to a student that does not have one. The appointed Advisor will be familiar with the live hearing process and will understand their role within that live hearing.

5. Formal Hearing Board:

- i. The formal hearing board is responsible for adjudicating all formal hearings regarding alleged violations of the Student Handbook, which could result in suspension or expulsion.
- ii. The composition of the formal hearing board will include:
 - a. A Hearing Chairperson (Title IX Coordinator). The role of the Hearing Chairperson is to maintain control over the hearing by ensuring orderly and efficient administration of the hearing. Any procedural or process issues are the



sole responsibility of the Chairperson. The Chairperson controls all questioning, informing the parties and board members when they may ask questions and votes on determining what questions are allowed. In addition, the Hearing Chairperson facilitates discussion, guides board deliberations, and assists the board with rendering a decision and applying consistent sanctioning. The Hearing Chairperson does vote.

- b. A two-member combination of Albertus Magnus College faculty and/or staff, selected by the Title IX Coordinator or designee. Faculty and staff will be selected from volunteers, and will have completed required training.
- c. Board members are responsible for objectively listening to information provided, evidence, and statements presented during the hearing process. Upon the conclusion of the hearing process, the board discusses first whether or not the respondent is responsible. If the respondent is found responsible, then the board recommends appropriate sanctions, which are then forwarded to the Title IX Coordinator or designee.
- iii. The complainant and respondent will be notified of the members of the respective board a minimum of three business days in advance of the scheduled hearing. A request to disqualify a board member whom the complainant or respondent feels is biased or otherwise involved in the case must be submitted in writing to the Hearing Chairperson and must state the reason for seeking disqualification. A challenge to the Hearing Chairperson should be submitted to the Title IX Coordinator. The Chairperson or the Title IX Coordinator or other designee will determine the final composition of the board.

Live Hearing Process:

Outlined below is an example of the standard formal hearing process. Of note, all questions asked in the hearing must be voted and approved by a majority of the hearing board in order to be allowed in the hearing.

A. Introduction

- i. The Hearing Chairperson informs all that the proceedings will be recorded.
- ii. The Hearing Chairperson states date/time/location/purpose of the hearing for the record.
- iii. The Hearing Chairperson asks members of the board to introduce themselves for the record. The complainant and the respondent are asked if they object to any members of the board.
- iv. The Hearing Chairperson has complainant and respondent introduce themselves for the record. Advisors, if any, introduce themselves at this time.

B. Charges and Statement of the Case

- i. The Hearing Chairperson reads the charges of policy violations brought against the respondent.
- ii. The Hearing Chairperson asks the respondent to respond to each charge by saying that the respondent is “responsible” or “not responsible”.
- iii. The Hearing Chairperson asks the investigator(s) to present a summary of the findings report, or, the Hearing Chairperson may present the summary themselves.

C. Complainant Process

- i. Present Information: The Hearing Chairperson asks the complainant or individual presenting charges to state their



case. The complainant may speak from memory or read a written statement, whichever they prefer.

- i. Questioning: The Hearing Chairperson will then instruct the board that they may ask questions regarding the information presented by the complainant. The board must also vote to approve the asking of their own questions.
- ii. Once the board is finished with their questions, the Hearing Chairperson will ask the respondent if they have any questions regarding the information presented. All questions from the respondent must be presented to the Hearing Board and will be voted upon by the board to determine relevancy.
- iii. The board then has a final opportunity to ask questions of the complainant.
- ii. Witnesses: The complainant then has an opportunity to call witnesses.
 - i. The witness may make a statement and the complainant then has an opportunity to ask questions of their witness.
 - ii. Once the complainant's questions are complete, the board may ask questions, and the respondent may submit questions to the Hearing board who will vote on its relevancy to approve or deny it.
 - iii. This process is repeated until all witnesses for the complainant are called and have presented their information.

D. Respondent Process

- i. Present Information: The Hearing Chairperson asks the respondent to state their case. The respondent may speak from memory or read a written statement, whichever they prefer.
 - i. Questioning: The Hearing Chairperson will then instruct the board that they may ask questions regarding the information presented by the respondent.
 - ii. Once the board is finished with their questions, the Hearing Chairperson will ask the complainant if they have any questions regarding the information presented. All questions from the complainant must be presented to the Hearing board for their vote and approval.
 - iii. The board then has a final opportunity to ask questions of the respondent.
- ii. Witnesses: The respondent then has an opportunity to call witnesses.
 - i. The witness may make a statement and the respondent then has an opportunity to ask questions of their witness.
 - ii. Once the respondent's questions are complete, the board may ask questions, and the complainant may submit questions to the Hearing board for their vote and approval.
 - iii. This process is repeated until all witnesses for the respondent are called and have presented their information.

E. Final Statement

- i. The complainant and the respondent are each permitted, if they wish, to make a final statement.
- ii. Once final statements are finished, the Hearing Chairperson dismisses the parties involved and ends the recording.

F. Decisions:

- i. The board immediately convenes following a formal hearing to discuss and reach a decision by majority vote.
- ii. The board

applies a preponderance of



the evidence standard. That is, the board must determine if the testimony and evidence presented is sufficient to make a reasonable person believe that it is more likely true than not that sexual misconduct has occurred.

- iii. After a hearing the board may render one of the decisions listed below:
 - i. Not a Violation - No violation of policy occurred.
- iv. Violation - A violation of policy occurred and was proven by a preponderance of the evidence. In this case, the board may select from the sanctions noted below which can be imposed upon a respondent for a stated specific period of time.
- v. The chairperson then writes a written determination with an analysis of the finding of facts, conclusion about whether the alleged conduct occurred, rationale for the result of each allegation, any disciplinary sanctions imposed on the respondent, and what, if any, remedies will be provided for the complainant (often as continuations of supportive measures). This letter will also outline applicable appeal rights.
- vi. The decision and final letter is then forwarded to the Title IX Coordinator where it will be checked for appropriateness and consistency.
- vii. Generally, within 10 business days (unless extenuating circumstances warrant an extension), that letter is then sent to both parties at the same time. The Title IX Coordinator or designee then arranges to separately meet with the complainant and the respondent to discuss the decision, if they desire.

G. Sanctions:

- i. Students failing to complete the provisions of a given sanction may face additional sanctions and/or an administrative hold.
- ii. Sanctions may be imposed for a period of time, remains in a student's disciplinary record, and further violations may result in progressive sanctioning.
- iii. Where a violation is found by a preponderance of the evidence, the board may impose any one or more of the following:

Not a Violation - No violation of policy occurred.

Educational Sanctions- Educational sanctions typically include one or more of the following: program, workshop, personal development workshops, community service, behavioral contract, administrative referral, and other related educational assignments. These sanctions are designed to promote self-awareness of behavior, awareness of appropriate/inappropriate behavior, awareness of institutional expectations, and to educate the student in the specific area of their violation.

Warning - A warning is issued when a student is found to be in violation, or responsible, for the charges and the hearing board wants to affirm for the student(s) that what they did was in fact, a violation, but does not feel the need to apply stronger sanctions to the student(s) involved.

Disciplinary Probation- An imposed probationary status rendering a student not in good disciplinary standing with Albertus Magnus College. Further violations could result in progressive sanctioning. Additional stipulations may be imposed that are consistent with the nature of the offense.

Deferred Suspension or Suspension in Abeyance- The highest probationary status rendering a student not in good disciplinary standing with Albertus Magnus College. Further violations will most likely result in suspension or expulsion.

Additional stipulations may



be imposed that are consistent with the nature of the offense. This is a student's last opportunity to make serious changes in behaviors in order to remain a student at Albertus Magnus College.

Suspension- The termination of a student's right to register or attend classes for a period, after which the student may return following a re-enrollment process. Suspended students may not be present on College property, or at College sponsored events during the time of suspension. Additional stipulations may be imposed that are consistent with the nature of the offense in order for a student to be eligible for re-enrollment.

Interim Suspension- If it is determined that a student's continued presence constitutes an immediate threat of harm to themselves, other students, College personnel, or to College property the Department of Student Services or other designee may issue an interim suspension of a student from the College. The interim suspension may include temporary suspension of a student's privilege to enter any College property or facility. The interim suspension is pending the results of a hearing process. In the event a student is suspended under such conditions, a hearing shall be convened within ten business days, unless extenuating circumstances warrant an extension, in which case a hearing would be provided at the earliest possible date.

Expulsion- The permanent termination of a student's enrollment. The student may not be present on College property or attend a College sponsored event.

Loss of on Campus Housing Privileges- The student no longer has the privilege of residing in or entering an on campus housing facility. This can be specific to certain housing areas, options, or buildings.

Removal from Class- The student is bared from attending a particular class or may be reassigned to a different section of the same class. Details will be coordinated between the Title IX Coordinator or designee and appropriate academic dean and faculty member.

Loss of Privileges- Loss of privileges entails denial of specifies privileges for a designated period of time.

Counseling Referral- The student is referred to counseling. As student will be required to sign a waiver to permit a counselor to verify attendance.

7. Appeals

Appeals must be filed in writing to the Department of Student Services within ten business days after receiving an official written notice of sanction, unless extenuating circumstances warrant an extension as determined by the Title IX Coordinator or designee.

A. Reasons for appeals:

- i. New evidence
 - a. Cannot have been available at the time of the initial hearing
 - b. The appeal must indicate in detail what new evidence exists
- ii. Disciplinary action disproportionate to the violation
 - a. The appeal must specify and describe why the disciplinary action is disproportionate to the violation
- iii. Procedural Irregularity/Failure to follow established procedures



- a. The appeal must specify and describe how due process was denied or in what ways the policies and protocols were not followed
 - iv. Bias of the Title IX personnel
 - a. The Bias of one of the personnel involved in the grievance process must have affected, or had the ability to affect, the outcome of the process.
- B. Appeals are heard by a separate hearing panel, who has no prior relation to the case, designated by the Title IX Coordinator.
- C. After review of the written appeal, the appellate board has the following options:
 - i. Deny the appeal
 - ii. Uphold the decision(s)/sanctions(s)
 - iii. Amend the decisions(s)/sanctions(s)
 - iv. Convene an appeal board to re-examine the case
 - v. Remand the case to the original hearing board (only used in situations where new evidence exists)
- D. Decisions of the appeal status will be issued to the respondent and complainant in writing at least twenty business days after receipt of the appeal, unless extenuating circumstances warrant an extension.
- E. Appeal Board:
 - i. If an appeal board is convened, the appeal board will review the case file and all related documentation, including the hearing recording. An additional hearing is not held.
 - ii. The appeal board can have access to the original recording of the related hearing if applicable.
 - iii. The appeal board has the option to:
 - a. Deny the appeal
 - b. Uphold the decision(s)/sanctions(s)
 - c. Amend the decisions(s)/sanctions(s)
 - d. Create a new decision(s)/sanctions(s)
- F. Upon the denial of an appeal any initial decisions(s)/sanction(s) shall be immediately implemented.
- G. There are no additional appeals.

RECORDS

- A. Records include all documents, reports, recordings, letters, or other forms of evidence relating to a student's disciplinary/judicial process.
- B. Access to records (not already provided)
 - a. Access to records shall be limited to the Hearing Board, the complainant, the respondent, and those College personnel approved by the Title IX Coordinator.
 - b. To gain access, a complainant or respondent must submit, in writing, a request to the Title IX Coordinator.
 - c. If access is granted the requestor, may read or listen to the specific approved records under the supervision of the Department of Student Services.
 - d. Any document that includes another student's name or information may be redacted.
 - e. No third party requests for access to recordings or records will be honored, unless written permission from the complainant or respondent indicates it can be shared with that specific third party.

Records will be stored

for up to 7 years after a



student has left the College.

Resources

Confidential Resources:

Campus Counseling Center: Campus Center, Room 202 | 203-773-8149 | counseling@albertus.edu

Health Clinic: Campus Center, Room 210 | 203-773-8938 | healthclinic@albertus.edu

Non-Confidential Resources:

Public Safety: Tag Hall, 1st floor | Office: 203-773-8509 | Cell: 203-507-5204

Title IX Coordinator, Nathan Friesema

Campus Center, Room 102 | 203-672-1056 | nfriesema@albertus.edu

Deputy Title IX Coordinator, Jessica Wheeler

Campus Center, Room 102 | 203-773-8584 | jwheeler2@albertus.edu

Coordinator for Prevention of Gender-Based Violence, Kelsey Alexander

Campus Center, Room 102 | 203-773-4477 | kalexander@albertus.edu

Local Off-Campus Resources

Sexual Assault Resources

Connecticut Alliance to End Sexual Violence: 860-282-9881

New Haven Sexual Assault Crisis Services: 203-789-1475

New Haven Veterans' Center Sexual Trauma Program: 203-932-9889

Rape Crisis Center of Milford 24 Hour Hotline: 888-999-5545

The Center for Family Justice (Bridgeport):

Domestic Abuse Hotline: 203-384-9559 | Sexual Abuse Hotline: 203-333-2233

Women & Families Center (New Haven): 203-389-5010

YWCA Sexual Assault Crisis Services:

New Britain: 860-223-1787 | Hartford: 860-547-1022

Statewide Hotline: 1-888-999-5545 (English) | 1-888-568-8332 (Spanish)

Intimate Partner Violence and Stalking Resources:



Chrysalis Domestic Violence Services (Middletown): 203-630-1638

Domestic Violence Crisis Center: English: 1-888-774-2900 | Spanish: 1-844-831-9200

Interval House (East Hartford): 24 Hour Crisis Hotline: 860-527-0550 | Spanish: 1-844-831-9200

The Center for Family Justice (Bridgeport): Domestic Abuse Hotline: 203-384-9559 | Sexual Abuse

Hotline: 203-333-2233

Umbrella Center for Domestic Violence Services (New Haven): 203-789-8104 (24-Hour Crisis Hotline)

National Resources

National Sexual Assault Crisis Hotline: English: 1-888-999-5545 | Spanish: 1-888-568-8332 RAINN (Rape, Abuse, and Incest National Network) 24 Hour Crisis Hotline: 800-656-4673 National Domestic Violence Hotline:

24 Hour Crisis Hotline: 1-800-799-7233

TTY: 1-800-787-3224

Online Chat: thehotline.org (7am-2am CST) Safe Horizon (Stalking): 1-800-621-4673 (24 Hour Hotline)

Resources for Male-Identified Individuals

1 in 6: National Helpline for Men Who Were Sexually Abused or Assaulted

4 Hour Helpline <https://1in6.org/helpline/>

Gay Men's Domestic Violence Project: 24 Hour Crisis Hotline: 1-800-832-1901

LGBTQ+ Resources

24 Hour Trans Lifeline: 877- 565-8860 True Colors:

<https://ourtruecolors.org/>

The NW Network: <https://www.nwnetwork.org/>

FORGE: <https://forge-forward.org/>

Other Resources

211 Info and Crisis Hotline: Dial 211

Free 24 Hour Crisis Text Line: Text HOME to 741741

Office of Civil Rights: <https://www.hhs.gov/ocr/complaints/index.html>

National Suicide Prevention Lifeline: 1-800-273-8255, <https://suicidepreventionlifeline.org/>

Finding Other Services:

Connecticut Directories: <http://connecticut.networkofcare.org/mh/>

Connecticut Coalition Against Domestic Violence: <http://www.ctcadv.org/>

National Directories: National Sexual Violence Resource Center: <https://www.nsvrc.org/>

Police Departments

Emergency Contact: Dial 911

Local Police Departments (not all departments are listed here)-Non-Emergency Contact:

New Haven Police Department: 203-946-6316
Hamden Police Department: 203-230-4000

East Hartford Police Department: 860-528-4401
Branford Police Department: 203-481-4241
Bridgeport Police Department: 203-576-7671
Danbury Police Department: 203-797-4611

East Haven Police Department: 203-468-3820

Guilford Police Department: 203-453-8061
Hartford Police Department: 860-757-4000
Meriden Police Department: 203-238-1911
Middletown Police Department: 860-638-4000
Milford Police Department: 203-878-6551
Norwalk Police Department: 203-854-3000
Waterbury Police Department: 203-574-6911

Connecticut State Police-Non-Emergency Contact:

Bethany-Troop I: 1-800-956-8818

Bridgeport-Troop G: 1-800-575-6330

Colchester-Troop K: 1-800-546-5005

Hartford-Troop H: 1-800-968-0664

Litchfield-Troop L: 1-800-953-9949

Southbury-Troop A: 1-800-375-9918

Tolland-Troop C: 1-800-318-7633

Westbrook-Troop F: 1-800-256-5761

*Precincts in **bold** texts are the departments that serve the college and the surrounding communities.*

Medical Resources

Emergency Contact: Dial 911

Local Medical Facilities:

Yale-New Haven Hospital:

Main Campus: 20 York Street, New Haven, CT 06510 | 203-688-4242

St. Raphael's Campus: 1450 Chapel Street, New Haven, CT 06511 | 203-

789-3000 **Bridgeport Campus:** 267 Grant Street, Bridgeport, CT 06610 |

203-384-3566 **Milford Hospital:** 300 Seaside Avenue, Milford, CT 06450, 203-876-4100

Hartford HealthCare:

Hartford Hospital: 80 Seymour Street, Hartford, CT 06120, 203-384-3566

Mid-State Medical Center: 435 Lewis Avenue, Meriden, CT 06451, 203-694-8200

St. Francis Hospital: 114 Woodland St, Hartford, CT 06105, 860-714-4000

Saint Mary's Hospital: 56 Franklin Street, Waterbury, CT 06706, 203-709-6483

Office of Civil Rights U.S.

PA 14-11 Report, 2020



ALBERTUS MAGNUS COLLEGE
We have faith in your future.

Department of Education

OCR enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive Federal funds from the Department of Education. These laws prohibit discrimination on the basis of race, color, and national origin, sex, disability, and on the basis of age. These laws extend to all state education agencies, elementary and secondary school systems, colleges and universities, vocational schools, proprietary schools, state vocational rehabilitation agencies, libraries, and museums that receive U.S. Department of Education funds. OCR also has responsibilities under Title II of the Americans with Disabilities Act of 1990 (prohibiting disability discrimination by public entities, whether or not they receive federal financial assistance).

Contact Information for Title IX Coordinator(s):

Title IX Coordinator: Nathan Friesema | Assistant Dean of Student Services and Title IX Coordinator | Campus Center Room 102C | 203-672-1056 | nfriesema@albertus.edu

Nathan Friesema
Department of Student Services
700 Prospect St,
New Haven, CT 06511

Deputy Title IX Coordinator(s):

Jessica Wheeler | Residence Director and Deputy Title IX Coordinator | Campus Center Room 102G | 203-773-8584 | JWheeler2@albertus.edu

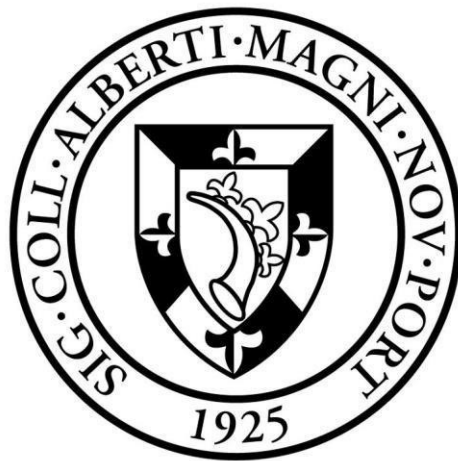
Jessica Wheeler
Department of Student Services
700 Prospect St,
New Haven, CT 06511



APPENDIX B

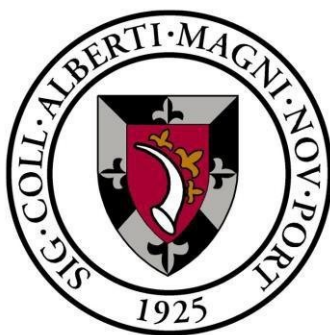
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Student Handbook



Albertus Magnus College

Tradition of Honor

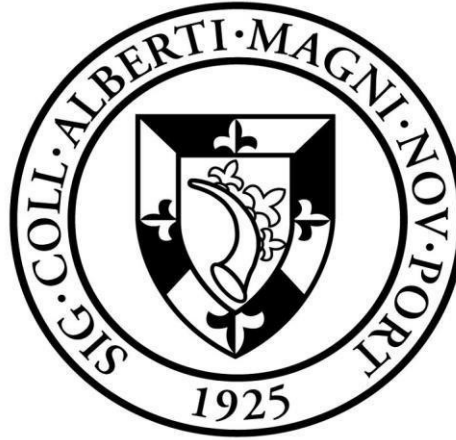


Honor

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

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

EXPLANATION OF THE SEAL OF ALBERTUS MAGNUS COLLEGE



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

COLLEGE COLORS

Blue and White

CLASS COLORS

2020	Green and White
2021	Purple and White
2022	Red and White
2023	Yellow and White





**Department of Student Services Vice
President for Student Services**

Albertus Magnus College	203.773.8542
700 Prospect Street	203.773.8984 <i>fax</i>
New Haven, Connecticut 06511	afoster@albertus.edu

Dear Student:

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

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

Please note that the written policies and procedures outlined in this handbook are subject to change at any time. Yours Truly,
Andrew A. Foster

Vice President for Student Services



The Mission of Albertus Magnus College Statement of Mission

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

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

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

Approved by the Board of Trustees March
21, 2003



Division of Student Services

Mission Statement

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

Our objectives are:

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



Academic Calendar

2019 - 2020

Fall Term

Fri – Sun	Aug 23 – 25	Orientation, Admit Cards Distributed
Mon	Aug 26	Classes Begin
Mon	Sept 2	Labor Day – College Closed
Thurs	Sept 5	Last Day to Enter Class
Mon	Oct 14	Columbus Day – No Classes
Tues	Oct 15	Midterm Grades Due
Thurs – Sun	Nov 28 – Dec 1	Thanksgiving Break – No Classes
Sat	Dec 7	Reading Day
Mon	Dec 9	Last Day of Classes
Tues	Dec 10	Final Exams Begin
Mon	Dec 16	Final Exams End

12/17/19-1/14/20 – Christmas Recess

Spring Term

Tues	Jan 14	Orientation, Admit Cards Distributed
Wed	Jan 15	Classes Begin
Mon	Jan 20	Martin Luther King Day – College Closed
Mon	Jan 23	Last Day to Enter Class
Mon	Feb 17	Presidents' Day – College Closed
Sat-Sun	Mar 7-15	Spring Break
Mon	Mar 9	Midterm Grades Due
Thurs - Sun	Apr 9-12	College Closed
Mon	Apr 13	Classes Resume
Sat	May 2	Reading Day
Mon	May 4	Last Day of Classes
Tues	May 5	Final Exams Begin
Mon	May 11	Final Exams End



Academic Affairs

Academic Advising – Undergraduate Day Program

At every stage in their academic careers, Albertus students have available experienced guidance in planning a course of study. The Director of Academic Advising & Student Success oversees advising for all entering first year full-time day students. During sophomore year and until the student declares his/her major field, the students are advised by faculty members under the direction of the Registrar and the Director of Academic Advising.

Students typically declare a major in the first semester of sophomore year and must declare a major before registering for more than forty-five credits. Once students have declared, they are assigned an academic adviser who is a faculty member in their chosen field of study.

In addition to this formal structure, students are urged to seek the counsel of their instructors and other members of the Albertus community. Each student is provided an Academic Advising Handbook which may be used as a guide in selecting course and credit loads in each semester.

Academic Advising - Accelerated Degree Program

New students in the Accelerated Degree Program meet with their academic advisor prior to beginning a degree program. Academic advisors assist students in assessing their educational and professional goals, selecting classes, and planning a program of study.

Students are assigned a departmental faculty advisor after they have earned 36 credits and declared their major. Academic Advisors work closely with the faculty advisor and continue to be an integral part of the students overall experience.

Academic Advising - New Dimensions Program

New Dimensions students are assigned an academic advisor who assists in planning programs of study, assessing academic progress, and supporting students in reaching their educational goals. In addition to meeting individually with students, academic advisors schedule periodic cohort visits to share information and to learn of any programmatic concerns.

Academic Advising - Graduate Programs

Academic advisement in the program is accomplished by appointment with the program director, who assists individual students with course planning, registration, and regular academic reviews.

A faculty advisor is assigned to each student to assist in the planning of the student's individual course of study. The advisor assists the student in selecting courses during the registration time period for each semester.

Together, the faculty advisor and student regularly review student progress in consultation with program faculty and administration, culminating in a written Professional Performance Review (PPR) that is placed in the student's file after review. The academic advisor is available to meet with the student by appointment throughout the semester.

Academic Regulations

For current AMC Academic Regulations, please see the College Catalog. The College Catalog is available on the AMC web site: www.albertus.edu.

Appropriate Classroom Conduct Code

Albertus Magnus College encourages students to be inquisitive, question what they are taught, and express differences of opinion in a reasonable, non-disruptive manner. This means each student should be considerate

and respectful of the rights, views, and interests of other students and faculty. No student has the right to be rude, demeaning, or disrespectful to other students. The college expects students to conduct themselves as responsible individuals and refrain from any and all disruptive behavior. All students have the right to learn in an environment free from disruptive behavior so they may derive the full benefit from the course.

Common Disruptive Behaviors include, but are not limited to:

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

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

Intellectual Honesty

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

These standards embrace the following principles:

1. The student's work shall be the result of one's own effort.
2. In writing papers, the student shall give the appropriate acknowledgment of the work of others which is included in the paper.
3. Due regard must be observed for the right of others to have fair and equal access to library resources.

The following regulations are in keeping with these standards:

1. Examinations:

- A. Under the honor system, examinations are not proctored, though professors should be available to students during exams and may remain in classrooms during exams. Both faculty members and students are responsible for upholding academic integrity in the classroom.
- B. A student shall neither give nor accept help during examinations or quizzes.
- C. A student must sign the following statement at the end of each examination: I DECLARE THE HONOR PLEDGE.
- D. Students may not take books of any kind into the examination room or in any room where tests are being given, unless specifically permitted or required to do so by the professor.

2. Plagiarism:

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

Procedure for Appealing a Course Grade

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

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



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

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

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



Plagiarism:

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

Academic theft or inappropriate use of another student's idea(s), writing(s), or other work. Aiding and abetting another student in cheating, academic theft, or plagiarism.

Fabrication:

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

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

Intellectual Honesty Form

Student:

Instructor:

Address:

Course:

Term:

Local Telephone:

Brief Description of Violation of the Tradition of Honor: Proposed

sanction:

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

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

Instructor Signature

____/____/____
date

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

Please complete one of the options below:

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

Student Signature

____/____/____
date

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

Student Signature

____/____/____
date

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

Student Signature

____/____/____
date



NOTIFICATION of RIGHTS under FERPA

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

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

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington,
DC 20202-5920



COMPLAINT RESOLUTION:

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

State of Connecticut
Office of Higher Education 61
Woodland Street
Hartford, CT 06105-2326
<http://www.ctohe.org/StudentComplaints.shtml>

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



Campus Resources

AQUINAS HALL

Aquinas is home to Academic Affairs, Accelerated Degree Program, Business Office, Continuing Education, Financial Aid, First Year and Transfer Advisors, Purchasing, Registrar, and some Student Services offices.

Many faculty members also have offices in the building. There are computer labs on the first and third floors and a commuter lounge on the ground floor.

ACADEMIC AFFAIRS

Aquinas 109

Phone # 203-773-8539

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

BUSINESS OFFICE

Aquinas 101

Phone # 203-773-8532

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

FINANCIAL AID

Aquinas 107

Phone # 203-773-8508

The Albertus Magnus College Financial Aid Office's mission is to serve the student body, provide financial means, promote financial knowledge, and facilitate affordable access to higher education. The Financial Aid Office assists students in financing their education by using a variety of sources including: scholarships, grants, loans, and work-study programs.

To apply for Financial Aid, students must complete the Free Application for Federal Student Aid (FAFSA) on an annual basis. The priority deadline for submitting the FAFSA to receive institutional and state aid is April 15th. Students should follow-up with the Financial Aid Office once the FAFSA is submitted to ensure that all required documents are completed in a timely manner. The deadline for all remaining financial aid documents is August 2nd.

The Financial Aid Office strives to reduce unnecessary over-borrowing of federal and student loans. To that end, students can visit the Alternative Financing on the myAlbertus Portal for information on and links to current outside scholarships for which they can apply. Students are also encouraged to sign up for the i3 Portal, a free money management resource created to help students make good decisions about budgeting, spending, saving, and borrowing money. Students can contact the Financial Aid Office for additional information and alternative means for financing their education.



Satisfactory Academic Progress (SAP) Policy

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

SAP is assessed by *qualitative* and *quantitative* measures and is evaluated at the end of each completed academic year in the student's program for all periods of enrollment, regardless of receipt of Federal Student Aid (FSA) funds. *Qualitative measures* are herein defined as a minimum Cumulative GPA average at the end of the student's academic year. *Quantitative measures* are herein defined as the student earning a minimum of 67% of credit hours attempted at the College as well as credits/hours transferred from other colleges, and completion of coursework in designated timeframe. To calculate a student's percentage earned, the number of hours attempted is divided by the number of hours completed. That number is then rounded to the nearest tenth (after the decimal). A student's Cumulative GPA is calculated using grades earned at the College or with approved Consortium Agreements and only GPAs transferred from other colleges that were earned prior to the beginning of the 2011-2012 Academic Year.

To be in good academic standing, students must meet Albertus Magnus College's Good Standing Policies as well as the following minimum requirements at the end of the academic year:

	Academic Year	C.G.P.A.		Percentile of Credits Earned
Undergraduates*	First Year	1.7	and	67%
	Second Year	2.0	and	67%
	Junior Year	2.0	and	67%
	Senior Year	2.0	and	67%
Graduates**	All Years	3.0	and	67%

*Post-baccalaureate certificate students will be reviewed according to fourth-year Undergraduate SAP policies and procedures.

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

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

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

Students who stop attending a course for 14 consecutive calendar days, who have not been in contact with their course instructor, academic dean, academic advisor, and/or administrative officer and who fails to unofficially

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

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

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

However, once an undergraduate student has completed the equivalent of two academic years (i.e. four semesters, eight modules, 16 cohort courses) regardless of enrollment status, he/she must be making a minimum 2.0 Cumulative GPA in accordance with Albertus Magnus College’s institutional graduation requirements to meet the qualitative measures.

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

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

Full-time undergraduate students making SAP may receive financial aid for up to six years of full-time attendance, or until the student is certified for graduation by the College, whichever comes first. The Undergraduate Program academic year consists of two terms (Fall and Spring Semesters) and are offered as credit hours. Full-time students in the Undergraduate Program take 24 credits in 32 weeks per academic year, normally enrolling in 15 to 16 credits a semester. Each semester is considered a payment period. Students are not permitted to carry more than five courses a semester with the exception of HU 101, PE 95, 96 and CC 260. Each student is provided an Advising Handbook that may be used as a guide in selecting course and credit loads in each semester. The Accelerated Degree Program undergraduate program academic years consist of two terms (Fall and Spring Semesters) and are offered as credit hours. Full-time Accelerated Degree Program undergraduate students take 24 credits in 32 weeks per academic year. Full-time students in the Professional and Graduate Program typically enroll in 12-15 credits per semester over the course of the Fall and Spring Semesters. Fall semester consists of Modules 1 and 2. Spring Semester consists of Modules 3 and 4. Students are reviewed at the start of the payment period; students may not gain eligibility mid-payment period. Module 5 is an optional summer semester. Semester-long courses are only assessed in the module the course begins. Students are assigned an Academic Advisor to help with course selection and enrollment planning. The New Dimensions Program academic year is offered in credit hours without terms. Full-time New Dimensions undergraduate students take 24 credits in 30

weeks and full-time New Dimensions graduate students take 21 credits in 40 weeks per academic year. Students are assigned an Academic Advisor to help with course selection and enrollment planning. Part-time undergraduate students making SAP may receive financial aid for up to 10 years of part-time attendance, or until the student is certified for graduation by the College, whichever comes first. The timeframe cannot exceed 150% of the published length of the program measured in credit hours attempted. Graduate students have seven years from the date of first enrollment to complete all required coursework, regardless of enrollment level. Students who have multiple concentrations that go toward one degree will not receive an extension to the degree completion timeframe. At the point the Financial Aid Office determines a student will not graduate within the maximum timeframe, financial aid eligibility is lost.

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

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

Return of Title IV Funds (R2T4) Policy

The Albertus Magnus College Financial Aid Office recalculates federal, state, and institutional financial aid eligibility for any student who withdraws, drops, fails to return from a Leave of Absence (LOA), is administratively withdrawn, is considered unofficially withdrawn from the college prior to the end of a term/payment period, receives unearned F Grades in all enrolled classes, or who dies during the payment period. Albertus Magnus College institutionally requires that attendance be reported on a weekly basis for all enrolled students. The Financial Aid Office performs a Return of Title IV (R2T4) calculation for all instances listed above to determine the earned and unearned portions of Federal Student Aid (FSA) as of the date the student ceased attendance and is based on the amount of time the student spent in attendance. A prorated schedule is used to determine the amount of FSA funds the student has earned at the time of withdrawal. Please note that after the 60% point in the term/payment period, a student has earned 100% of the FSA funds that were disbursed during the period. The R2T4 calculation determines the percentage of aid earned by the student based on the number of calendar days attended divided by the amount of calendar days in the student's scheduled term/payment period as defined in the course catalogue less any scheduled breaks or approved LOAs. Additionally, state and institutional aid will be reviewed and recalculated in accordance with the institutional refund policy when appropriate.

Official Withdrawals

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

If the student returns to the same program at the same school within the same academic year of the withdrawal, the student would be considered to be in the same term/payment period, and the student's eligibility for FSA

funds should be the same as if the student had not left. For a student who withdraws and returns within the same academic year, a school may extend the original loan period and schedule new disbursement dates for second or subsequent disbursements.

Unofficial Withdrawals

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

Leave of Absence Policy

New Dimensions students enrolled in an undergraduate or graduate program who need a break in their scheduled calendar may apply for a Leave of Absence (LOA). A LOA is a temporary interruption in a student's program of study and refers to the specific time period during a program when a student is not in attendance. Students do not need to submit a LOA for institutionally scheduled breaks if that is their only period of nonattendance. A student who wants to apply for a LOA should contact his/her Academic Advisor, Department Chair, or the Associate Dean for Student Success and Retention at least ten days prior to the start date of the leave. Additionally, the student must complete an Application for Leave of Absence with the reason for the LOA and anticipated date of return ten days prior to the start of the leave. All approved LOAs may not exceed a total of 180 days in any 12-month period. Financial aid applicants should also consult the Financial Aid Office prior to the LOA to learn whether the LOA will result in a change in their financial aid or result in an owing balance with the College. The Financial Aid Office will also discuss the effects failure to return as scheduled from the LOA may have on their current financial aid and/or loan repayment terms. The College must approve the student's written LOA request prior to the start of the LOA.

A student returning from a LOA must resume their calendar at the same point in the academic program. Because of this, the College will grant full tuition credit for the course a student is in should a LOA be granted mid-course. The student will be assessed the prevailing tuition and fees upon retaking the course. Financial aid recipients will continue to earn the financial aid previously awarded for the period upon their return. The financial aid is not subject to an increase or change in need. Students who return to a graduate program after five years or more must follow the curriculum of the current Course Catalogue. Students who return in fewer than five years may choose to follow either the curriculum that was in place when they first entered the degree or the current curriculum. Students should consult with their Department Chair or Program Director in selecting the curricular requirements that best meet their needs.

Should a student need an extension for his/her LOA he/she must contact his/her Academic Advisor, Department Chair, or the Associate Dean for Student Success and Retention. If a student does not return as scheduled from a LOA, he/she is considered to be withdrawn as of the date the student began the LOA.

For additional information, please contact the Division of Professional and Graduate Studies at (203) 773-8505.

Financial Aid Leave of Absence Policy

When a student is on an approved FSA LOA from their program of study, and does not return to the program at the scheduled time, an R2T4 is required. A student on an approved LOA will not be considered withdrawn as long as the student returns on or before the scheduled date. The DOD for a student who does not return from a LOA is the date the student was expected to return. The last date of attendance is the day the student ceased attendance prior to the LOA.

Scheduled Breaks

A student's break of attendance is the time the student leaves to the time the student returns. Scheduled time off for students in the Undergraduate Program and Professional and Graduate Studies Program is defined in the Course Catalogues as breaks that are at least five calendar days. Scheduled breaks for students in the New Dimensions Program are based on the student's individual cohort calendar.

F Grades

If a student receives unearned F grades in all courses that he/she was enrolled in during the term/payment period, an R2T4 calculation is required. An R2T4 calculation is not required if a student successfully completed any of the registered courses in the term/payment period, earned an F grade during the specified term/payment period, or gave written intent to return within 45 days of the end of the term/payment period in a modular program. The intent must be provided after the date of withdrawal.

Federal Student Aid Disbursed

The following federal FSA funds are reviewed in a R2T4 calculation:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Graduate PLUS Loan
4. Federal Direct Parent PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Iraq Afghanistan Service Grant (IASG)

Funds are considered to be disbursed when they have been applied to a student account prior to the Last Date of Attendance (LDA). Any of the above funds that were not applied to a student account prior to the LDA, and were scheduled to disburse within the term/payment period, are considered funds that could have been disbursed. In the event that an R2T4 results in aid needing to be returned, the aid will be returned in the order listed above.

Intersessions

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

Study Abroad/Consortium Agreements

Albertus Magnus College will perform the R2T4 calculation for students participating in approved study abroad programs or consortium agreements who withdraw. Official calendars will be obtained from the host school, including LDA and breaks in attendance.



Future Attendance: Programs Offered in Cohorts/Modules

For a student who withdraws, but has intent to return within 45 days from the last date of the course/module attended from which the student is withdrawing, an R2T4 is not required as long as the student provides timely notice of his/her intent to return after the school's DOD. A student must provide written or electronic confirmation of his/her intent to re-enroll, a signed Change of Status Form, or a Registration Form.

Timeframe

Returns

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

Post-Withdrawal Disbursements

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he/she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Students eligible for a post-withdrawal disbursement of Direct Loan funds will be notified by the Financial Aid Office of their eligibility within 30 days of their DOD. The student's account will be reviewed, and their estimated owing balance will also be included in the notification. The student must accept or deny these funds within 30 days of DOD; failure to accept within the timeframe may result in cancellation of the aid. Grant funds are not subject to approval by the student. Funds will be disbursed within 45 days of withdrawal. No disbursements will be made to the student's account after 180 days after withdrawal. Please note that if a student has already received one disbursement of loan funds in their loan period, they are not eligible for a post - withdrawal disbursement for additional loans. The same timeframe for post-withdrawal disbursements applies to parent borrowers of Parent PLUS Loans.

Repayment of Student Loan Funds

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

Grant Overpayments

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

Institutional Charges

Institutional charges used in the R2T4 calculation are charges that were initially assessed during the term/payment period from which the student withdrew; these charges are generally paid directly to the College. In the event of a rate change, charges will be adjusted to reflect the change if it occurred prior to the withdrawal. The R2T4 calculation is performed prior to charges being reviewed for refund. The following is a list of applicable charges included in a return calculation:

Undergraduate Program Charges	Professional and Graduate Studies Program Charges	New Dimensions Program Charges
Tuition	Tuition	Tuition
Fees	Fees	Fees
Information Technology Fee	Information Technology Fee	Information Technology Fee
Activity Fee	Registration Fee	Title IV Voucher
Course Lab Fee	Title IV Voucher	
Room and Board		
Title IV Voucher		

The following charges are not included in a return calculation: books, Insurance Fees, Drop Fees, and charges to a student's account for indirect educational expenses or for courses that do not qualify for FSA funds. For students receiving tuition remission and/or Direct Bill from their employer(s), the funds will be treated as cash payments for the purpose of the calculation.

[Institutional Refund Policy](#)

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

Tuition Charges Refund Schedule:

100% Refund during the add/drop period 0%

Refund after the add drop period ends



*Please note administratively withdrawn students are not subject to a tuition recalculation.

Undergraduate Room and Board Charges Refund Schedule:

Please note that the housing contract is for an academic year, and refunds are only offered if the student is approved to be released from the contract per the terms of the agreement.

100% Before the end of the second (2nd) week of classes 75%
Before the end of the fourth (4th) week of classes 50% Before the
end of the sixth (6th) week of classes 25% Before the end of the
eighth (8th) week of classes 0% After the end of the eighth (8th)
week of classes

Example of Post-Withdrawal Disbursement

If a Professional and Graduate Studies student did not attend Module 1 and withdraws on the 19th day of Module 2, the student will not receive a tuition refund back for the withdrawn course(s). Because the student's first disbursement of FSA funds for the payment period did not disburse prior to the withdrawal, the student may be eligible for a 38.8%* post-withdrawal. In accordance with the post-withdrawal disbursement policy, grants will automatically be posted onto the student's account, but written consent is required from the student to accept any loan money.

*19 completed days divided by 49 maximum days of attendance in the payment period (Module 2 only): $19 \div 49 = 38.8\%$

Example of Tuition Refund

If a Professional and Graduate Studies student attended in Module 1 and withdraws on the 2nd day of Module 2, the student will receive a 50%* tuition refund for the withdrawn course(s) and earned 57.3%** of his/her financial aid at the time of withdrawal.

* Student receives a 50% tuition refund in accordance with the Professional and Graduate Studies Program Schedule (Eight Week Sessions) chart above

** 59 completed days divided by 103 maximum days of attendance in the payment period (Modules 1 and 2): $59 \div 103 = 57.3\%$

Example of 100% Financial Aid Earned

If an Undergraduate student withdraws on the 85th day of the 111-day Fall semester, the student will not receive a tuition refund back for the withdrawn course(s). The student would have earned 100%* of his/her financial aid at the time of withdrawal as he/she completed more than 60%** of the payment period.

* Student receives a 0% tuition refund in accordance with the Undergraduate Program Schedule chart above

** 85 completed days divided by 111 maximum days of attendance in the payment period (Fall Semester): $85 \div 111 = 76.8\%$ which exceeds the 60% threshold

All students who are subject to an R2T4 calculation will receive written notification in the form of a revised award letter or post-withdrawal no response letter detailing their eligibility after all necessary funds are returned. This serves as notification to the student that the return calculation has been completed. For students receiving Federal Work-Study, the Federal Work-Study award will be reduced to actual earnings and the student's employment will be considered terminated. Students who received any portion of Federal Direct Loans must complete Exit Loan Counseling.

In the event that a student selected for verification has not been verified at the time the student withdrew, the Financial Aid Office will notify the student that verification must be completed prior to the R2T4 Calculation. The student will have 10 days from the time of notification to submit all required verification documents to ensure the R2T4 Calculation is completed within the 45 day period. In the event that verification results in a post-withdrawal disbursement, the Financial Aid Office will disburse funds according to the Post-Withdrawal Disbursement Policy.

Death of a Student:

In the event a student dies during the payment period, the student's estate is not required to return any FSA funds disbursed to the student. The College will not report an overpayment on a deceased student and will provide information to the student's estate on how to discharge applicable student loans and remove overpayments. If a student dies during the term/payment period, the date of withdrawal cannot be later than the date the student died.

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

REGISTRAR

Aquinas 120

Phone# 203-773-8514

Student Records

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

Directory Information Notice

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

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

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

ATHLETICS

Cosgrove, Marcus, Messer Athletic Center

Phone # 203-773-8596

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

All student athletes must submit a physical to the college athletic trainer before participating in any athletic related activities. Any student that has been diagnosed with a highly contagious disease/virus may be removed



from athletic play until given clearance by a primary physician. If you are interested in participating in athletics, please visit our official website.

MARY A. AND LOUIS F. TAGLIATELA ACADEMIC CENTER

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

LIBRARY

Rosary Hall

Phone # 203-773-8511

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

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

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

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

The Garden level provides wireless access, the print collection, seating and quiet study areas. [Library](#)

Hours:

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

A librarian is on duty at all times to help you. If you need assistance please ask for help. Smoking in the library is prohibited. Eating and drinking at the computers is prohibited. [Circulation Regulations](#)

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

Reserving Books

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

Typical Sanctions:

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

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

CENTER FOR TEACHING AND LEARNING EXCELLENCE

The CTLE provides faculty development and academic support services that focus on increasing student success and retention, enhancing classroom learning through the use of high-impact practices, and providing opportunities for faculty and students to collaborate in the search for truth and academic excellence. It offers support services for students and faculty in all programs at Albertus Magnus College. Support services for students include free tutoring (in person on the 2nd floor of Rosary Hall at the Academic Success Center/Writing Center and online 24/7 through the myAlbertus portal), advisement, career and internship services, research support services, and other support services and programs that employ high impact practices including experiential learning. For more information about CTLE you can view the bulletin board across from the Registrar's office in Aquinas Hall, view the public website or the CTLE pages in the myAlbertus portal under Academic Services or Student Services, or contact the Coordinator of the Center, Dr. Hilda Speicher at hspeicher@albertus.edu.

INFORMATION TECHNOLOGY SERVICES (ITS)

Rosary Hall 20

Phone # (877) 339-0770

ITS Help

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

Computer and Internet Access

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

Abuse of computer access

The College does not tolerate or support the use of any of its computer facilities, networks and/or systems in committing an illegal act (illegal downloading of music, video, software, pornography, etc.). Any illegal act is punishable under the College Conduct Code as well as local, state and federal laws.

When there is an indication of any of the abuses listed below; charges will be brought according to the College's conduct code. A student's privilege to use the computer area or system may be suspended, including the right to connect a student's computer to the College's network, and the College reserves the right to access a student's computer to address an infraction once detected.

Examples of abuse of a user's privilege include:

- Unauthorized attempt to modify computer equipment or peripherals;
- Unauthorized attempt to modify software components, such as operating systems, compilers, utility routines, etc;
- Use of an account, either College funded or externally funded, for purposes other than that for which funds have been authorized;
- Reading or use of private files, including the College's administrative or academic files, without proper authorization, or changing or deleting private files belonging to another user without proper authorization;
- Violations of property rights and copyrights in data and computer programs.
- Use of software to communicate offensive or obscene messages to other users of the system;
- Use of College facilities, hardware or software, in the commission or attempted commission of a crime, under federal, state or local law; and
- Knowingly introducing or attempting to introduce a computer virus.
- Any illegal downloading of files (music, video, software, etc.)
- Any material published on social networking web sites or blogs that violate College policies and regulations.

Sanctions:

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

OFFICE OF CAREER & PROFESSIONAL DEVELOPMENT

Rosary Hall, Rooms 28, 34, 35

Staff: Patrick Clifford, Wiley Dawson, Sister Rosemary Reynolds Phone: 203-773-6989

Facebook: Albertus Magnus College Career Services Twitter:

@AlbertusCareerS

E-Mail: careerservices@albertus.edu

Job/Internship Portal: <https://albertus.joinhandshake.com/>

Who is "THE FUTURE YOU?"

The Office of Career & Professional Development provides a variety of programs designed to help you:

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

The Office of Career & Professional Development offers personal consultations, online assistance, classes, and webinars in the following areas:

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

8. Graduate School Selection

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

Important Notice:

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

HUBERT CAMPUS CENTER

Game Room

Hubert Campus Center

Students are able to use the game room free of charge. Users are expected to return equipment after use and check it back in. All equipment and supplies in the game room are the property of the College. If any individuals tamper with, break or steal equipment and/or supplies from the game room those individuals will be subject to the College conduct code.

Hours of Operation:

Monday through Friday, 8:30 am - 11:30 pm, Saturday and Sunday, 10 am - 11:30 pm.

Pub

The Pub is a popular venue for student events in the Hubert Campus Center. 1:00-4:00PM

Monday-Friday

8:00pm-11PM Monday – Sunday

The newly renovated Campus Center is a very vibrant and exciting space that is the living room of campus. A fitness center and dance room, state of the art game room, a newly designed pub and meeting rooms are all available now on the first floor. Come down and see the new Falcon Campus Store, the Student Services Office Suite and the Behan Community Room. A stand out for the space is the new lounge which features a fireplace as a focal point for the building.

Falcon Campus Store

Phone # 203-672-5325

<https://albertus.ecampus.com/>

Hubert Campus Center

The Albertus Magnus College Falcon Campus Store is in the Campus Center. The Bookstore offers textbooks for rent, in addition to new, used and ebooks. The store is here to provide you with spirit wear, gifts and accessories. Textbooks may be purchased or rented online by going to the bookstore's web site at <https://albertus.ecampus.com/>.

Hours of Operation:

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

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

DE DOMINICIS DINING HALL

Phone # 203-773-8500

Hubert Campus Center, 2nd Floor

Hours of Operation:

Breakfast:

Monday through Friday*	7:30 AM to 9:30 AM
Saturday & Sunday (Brunch)	10:00 AM to 1:00 PM

* 9:30am -10am: Continental Breakfast

Lunch:

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

Monday through Thursday	4:30 PM to 8:00 PM
Friday & Saturday	5:00 PM to 7:00 PM
Sunday	5:00 PM to 8:00 PM

Holidays and Snow Days will run on the Saturday Schedule.

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

If you have any questions or dietary restrictions please contact our Director of Dining Services at Cat.Heidel@compass-usa.com or 203-773-8500.

Procedures and Protocol

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

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

Guests: Any guest (non-AMC or non-resident student) who enters the dining hall must pay for food provided by Chartwells Food Service. AMC students will be held responsible, financially or through the College's conduct system for the actions of their guests.

Dining Hall Behavior

Civil behavior is expected while in the dining hall. This requires that voice levels remain moderate and no foul language be used. It also requires that tables be cleaned of all debris by students before leaving the dining hall. Students are prohibited from taking any food out of the dining hall.

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

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

DOMINICAN MINISTRIES

Hubert Campus Center, 1st Floor

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

Email – jscanlon@albertus.edu

The Office of Dominican Ministries promotes the four pillars of the Dominican Tradition. These pillars/values are study, prayer, community and service.

STUDY

The college was named after St. Albert the Great, a Dominican scholar and teacher. St. Albert explored many areas of study including philosophy, theology, ethics and science. He read broadly the best thinking of his times in order to be an effective teacher to his students. The Office of Dominican Ministries engages students in study as a way to understand and live in our world.

PRAYER

The practice of prayer expands our hearts and minds to become more compassionate and generous with one another and to develop a deeper sense of who God is in our lives. Prayer, informally and formally, takes place in many places on campus, including the St. Catherine of Siena Chapel in Walsh Hall. The chapel is open each day for personal and communal prayer. All are welcome to participate in worship services offered by the college.

COMMUNITY

The pillar of community reminds us of the connectedness we share with one another and with the world we live in. Through community we recognize our interdependence with one another and our responsibility to create an environment of care and concern for all members of the college community and those in the wider community.

SERVICE

Study, prayer and community open us to understand and strive to meet the needs of others through the pillar of service. The Office of Dominican Ministries provides opportunities for students to participate in service on and off campus and coordinates an annual Service Day for the entire college community. This spirit of service lives out our Dominican motto, "Contemplate and share with others the fruits of your contemplation."

HEALTH CLINIC

Hubert Campus Center, 210

Phone # 203-773-8938

Monday: 10am - 5pm

Tuesday: 9am - 3pm and 3:30pm - 6:30pm Wednesday: 10am - 6pm

Thursday: 3:30pm - 6:30pm Friday: Closed

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

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

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

MAIL SERVICES

Hubert Campus Center, 216

Phone #203-773-8550

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

Mail Room Hours: Monday - Friday, 8:30 am - 4:30 pm
The mail room is not open on the weekends.

Your Student Mailing Address should include:

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

General College Policies & Regulations

POLICY ON REASONABLE ACCOMMODATION OF DISABILITIES

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

MISSING PERSONS

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

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

Missing Persons Procedure

Most missing person reports in the college environment result from a student changing routines without informing roommates and/or friends. Anyone who believes a student to be missing should report the concern to Campus Security or Student Services immediately. Every report made will be followed up with an immediate investigation. Students will be considered missing if it has been reported that there has been no contact within a 24 hour period. Depending on the circumstances presented to College officials, parents or guardians of a missing student will be notified. If no emergency contact information has been provided to the college by the missing student, law enforcement officials will be notified. In the event that parental notification is necessary, the Vice President for Student Services will place the call.

RACISM

Policy on Racism and Acts of Intolerance

1. Realizing the importance of diversity in society in general, and among a college community in particular, Albertus Magnus is fully committed to providing an atmosphere where diversity can flourish. In order to realize this objective, the College has put forth the following:

- Through the Residential Life Program, to organize educational programming in the residence halls that promotes pluralism and discourages racism, sexism, and intolerance.
- The Student Government Association, and the Student Services Division, promotes diversity on the entire campus through a series of educational, social, and informational programs throughout the academic year.

2. Albertus Magnus College admits men and women to all its programs without regard to race, religion, disability or nationality. This fiber of diversity is contiguous throughout all that the College does - in the classroom, in the residence halls, among employees, and in any other aspect of the community known as Albertus Magnus College. Any acts of racism or intolerance based on differences have no place within the College community and will be dealt with through the College's Standard Conduct Process and may carry with it penalties up to and including suspension or expulsion from the college.

3. This component of the plan will begin annually during the training of the Residential Life staff. Members of the Student Services staff as well as experts from outside the campus community will be used to provide the training. It is imperative that we start with this group since they are the liaison between the Student Services staff and the student body in dealing with sensitive issues on campus. The next phase of educating the campus community will be undertaken during the New Student Orientation Program. At this time the topic of campus diversity will be addressed during one of the sessions. Throughout the year this topic will be addressed through programming offered in a variety of venues including educational, social, cultural and spiritual.

4. The normal college conduct process for Albertus Magnus College will be used to hear and resolve all grievances related to the policy on racism and acts of intolerance. Albertus Magnus College will not tolerate any abuse of this policy and will act swiftly and fairly to resolve any such grievances. It is hoped that the educational plan outlined in the above steps will serve to alleviate any such abuses and will provide for a community in which all individuals can live in harmony.

SEXUAL MISCONDUCT AND GENDER-BASED VIOLENCE POLICY

[Notice of Non-Discrimination](#)

Albertus Magnus College ("Albertus" or the "College") is committed to preserving the safety and dignity of all members of its community. The College prohibits all forms of sex discrimination including, but not limited to, sexual harassment, sexual assault, intimate partner violence, sexual exploitation, and stalking. The College has a zero-tolerance policy for sexual misconduct: sex discrimination is prohibited under Title IX and will not be tolerated in any form. The College will investigate and address all instances of such behavior thoroughly, effectively, and in a timely manner.

The Policy applies to all members of the College community regardless of sexual orientation or gender identity, as well as to conduct of third parties, such as guests and visitors, directed toward College students, faculty, or staff members. The Policy applies to behavior occurring both on and off campus.

[Title IX Coordinators](#)

The Title IX Coordinators oversee and manage the College's efforts to comply with and carry out its responsibilities under Title IX and serves as a resource for the College community. College community

members or visitors participating in any College program or activity who allege that they have been subject to sex discrimination may contact the Title IX Coordinator to share their concerns.

The Deputy Title IX Coordinator serves as the College official who coordinates all investigations that are presented to the Title IX Office. It is the responsibility of the Deputy Title IX Coordinator to ensure policies and procedures are up to date and follow Government Regulations. The Deputy Title IX Coordinator will also be the lead for all College trainings (student, faculty, & staff).

The Deputy Title IX Coordinator for Albertus Magnus College is:

Ms. Jessica Wheeler M.S.Ed

Aquinas G9

203.773.8584

jwheeler2@albertus.edu

The Title IX Coordinator for Albertus Magnus College is:

Mr. Andrew Foster

Vice President for Student Services Title IX

Jurisdiction

The College will investigate incidents of sexual misconduct in the following situations:

- Incidents that occur on or off campus and involve a current College community member
- Incidents in which the alleged violator is a current College community member

Reports of sexual misconduct from an individual outside of the College community and not relating to college conduct may be investigated if the College determines that the conduct described in the complaint constitutes a sufficient threat to the College community to warrant investigation.

All individuals are encouraged to make reports of sexual misconduct in a timely manner. An individual can file a report regarding sexual misconduct at any time to any College official. All individuals are advised to file a report with the local law enforcement authorities.

Definitions

Reporting Party

Reporting Party refers to the community member who reported the incident of alleged sexual misconduct.

Responding Party or Respondent

Responding Party or respondent refers to the community member who allegedly violated the Sexual Misconduct Policy and/or has been charged with a violation of the Sexual Misconduct Policy.

Sexual Misconduct

Sexual Misconduct is a broad term encompassing any sexual behavior that is committed without effective consent or that has the purpose or effect of threatening, intimidating, or coercing a person. Sexual misconduct may vary in its severity and consists of a range of behaviors that may be grounds for action under Albertus Magnus College policies. In general, any non-consensual physical contact of a sexual nature may constitute sexual misconduct. However, physical contact is not a necessary component. For example, making photographs, videos or recordings of a sexual nature without consent constitutes sexual misconduct, even if the documented activity was consensual.

The sexual orientation and/or gender identity of individuals is not relevant to allegations under this policy.

NOTE: Many of the behaviors and actions that constitute sexual misconduct under this Policy also constitute criminal offenses under state and/or federal laws.

Sexual misconduct offenses include, but are not limited to, sexual harassment, hostile environment, sexual assault, sexual exploitation, intimate partner violence, and stalking.

1. Sexual Harassment

Sexual Harassment is unwelcome verbal or physical conduct that is of a sexual nature when

- submission to such conduct is made, explicitly or implicitly, a condition of employment or educational experience; or
- such conduct is sufficiently severe, persistent or pervasive that it alters the conditions of or substantially interferes with one's work or academic performance by creating an intimidating or hostile academic or work environment.

Sexual harassment includes acts of sexual assault and sexual violence.

Sexual Harassment can involve various relationships within the College community between students, faculty, staff members, vendors, and service providers (e.g., student and student, supervisor and employee, faculty member and student, staff member and student, vendors and faculty, et cetera.)

2. Hostile Environment Caused by Sexual Harassment

A "hostile environment" exists when sexual harassment is sufficiently serious to deny or limit the ability to participate in or benefit from the College's activities or programs. A hostile environment can be created by anyone involved in the College's program or activity (e.g., administrators, faculty, students, visitors). To determine whether a hostile environment exists, the College considers a number of factors related to the severity, persistence, or pervasiveness of the harassment, including:

- the type, frequency, and duration of the conduct;
- the identity and relationships of persons involved;
- the number of individuals involved;
- the location of the conduct and the context in which it occurred; and
- the degree to which the conduct affected one or more student's education.

3. Sexual Assault

Sexual assault is actual or attempted sexual contact with another person without that person's consent. It includes, but is not limited to, non-consensual sexual contact and rape.

- Sexual Contact refers to intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner.
- Non-Consensual Sexual Contact is any intentional sexual touching with any object or body part that is without consent and/or by force.
- Non-Consensual Sexual Intercourse includes vaginal or anal penetration by an object or body part and vaginal, anal, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact, without effective consent.

4. Intimate Partner Violence

Intimate partner violence (IPV) occurs when a former or current intimate partner uses or threatens physical violence, coercion, threats, intimidation, stalking, or other forms of emotional, sexual, or economic abuse. Such violence can be a single act or a pattern of behavior. Intimate partner relationships are defined as short - or long-term relationships (current or former) between persons intended to provide some emotional and/or romantic physical intimacy.

- **Dating Violence** may constitute a form of IPV. Dating violence includes violence by a person who has been in a social relationship of a romantic or intimate nature with the reporting party. The existence of such a relationship is determined by its length, its type, and the frequency of interaction of persons involved in the relationship.

• **Domestic Violence** may constitute a form of IPV. Domestic violence includes violent misdemeanor or felony offenses committed by the reporting party's current or former spouse, cohabitant, a person with whom he or she shares a child or by a person who has been in a social relationship of a romantic or intimate nature with the reporting party.

5. Sexual Exploitation

Sexual exploitation occurs when a person takes sexual advantage of another for the benefit of anyone other than that person without their consent. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another person
- Non-consensual recording of sexual activity
- Distributing images or audio of another person's sexual activity or body, if the individual distributing the images or audio knew or should have known that the person depicted did not consent to such disclosure
- Going beyond the boundaries of consent (such as letting other people hide in the closet to watch you having consensual sex)
- Engaging in voyeurism
- Knowingly transmitting a sexually transmitted infection, sexually transmitted disease, or other infectious and/or communicable diseases or serious health conditions (e.g., HIV/AIDS) to another person
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals
- Sexually-based stalking and/or bullying

6. Stalking

Stalking is conduct directed at a specific person that would cause a reasonable person to fear for their safety or others' safety, or to suffer substantial emotional distress.

- Stalking may include, but is not limited to, pursuit, following, harassment, monitoring, pursuing contact.
- Stalking may occur in person or through communications such as letters, e-mails, texting, social media, and phone calls.

Consent

Sexual activity requires consent, which is defined as an active, unambiguous, knowing, and voluntary agreement to engage in a particular sexual activity throughout a sexual encounter. Consent must be freely and actively given. Consent may be given by words or actions; however, silence, a lack of resistance, or the absence of "no" does not imply consent.

- Consent to one form of sexual activity does not imply consent to further sexual activity.
- Past consensual sexual activity does not imply consent to future sexual activity.
- Consent to sexual activity with one person does not imply consent to sexual activity with another person.
- A current relationship does not imply consent to sexual activity.
- Consent must be ongoing throughout a sexual encounter and can be revoked at any time.
- Consent to sexual activity can be withdrawn at any time verbally, through physical resistance, or by loss of consciousness. Once consent is withdrawn, all sexual activity must cease and any further sexual contact constitutes sexual misconduct.
- Consent cannot be obtained by intimidation, force, or coercion.
 - o Intimidation is the act of using coercion, instilling fear, or making threats to induce submission, compliance, or acquiescence from another.
 - o Force includes the use of physical violence and/or imposing on someone physically to gain sexual access, as well as threats, intimidation or implied threats, and coercion to overcome resistance or produce consent (e.g., "Have sex with me or I will ... you." "Okay, don't ...me, I will do what you

want.”).

- o Coercion is unreasonable pressure for sexual activity. When someone makes clear to a person that s/he does not want sex, that s/he wants to stop, or that s/he does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- o There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced. The presence of force is not demonstrated by the absence of resistance.

Legal age of consent - In order to give consent, a person must be of the legal age of consent. In the state of Connecticut, the legal age of consent is sixteen. Engaging in sexual activity with a person who has not given consent or who legally cannot give consent is an act of sexual violence and also may be a criminal offense under state and/or federal law.

Incapacitation - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Indications of consent are irrelevant if the initiator knows or should have reasonably known of the incapacity of another person. Sexual activity with someone whom you know to be - or based on the circumstances should reasonably have known to be - mentally or physically incapacitated (e.g. by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.

- A person who is incapacitated by alcohol and/or drugs, including “rape drugs”, whether voluntarily or involuntarily consumed, cannot give consent. Possession, use, and/or distribution of any of these “rape drug” substances, including but not limited to Rohypnol, Ketamine, GHB, Burundanga, et cetera, is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

- This policy covers a person whose incapacity results from any condition, including but not limited to mental disability, sleep, and/or involuntary physical restraint.

- Evidence of incapacity may be detected by physical cues, such as slurred speech, bloodshot eyes, the odor of alcohol on a person’s breath or clothing, inability to maintain balance, vomiting, unusual or irrational behavior, and unconsciousness. Any of these particular cues alone does not necessarily indicate incapacity. Context is important in helping to determine incapacitation. People can reach incapacitation at different points and as a result of different stimuli.

Reporting Policies

The College encourages victims of sexual misconduct to talk to somebody about what happened as soon as possible so that they can get the support and assistance they need, and so the College can respond appropriately. Everyone is encouraged to make formal reports of incidents. Only people who have a need to know about the incident will be informed, and information will be shared only as necessary with investigators, witnesses, and the accused person.

There are several different resources available for reporting. When choosing a reporting resource, the following information should be considered:

- All reports of sexual misconduct, including sexual harassment, sexual assault, and intimate partner violence will be treated seriously and with dignity by the institution.
- Those who have been assaulted have the right to take both legal action (criminal and/or civil action) and action through the College against the individual allegedly responsible. Members of the College community may notify local law enforcement of sexual misconduct. The non-emergency contact information for the New Haven Police Department is (203) 946-6316.

The

New Haven Police Department is located at 1 Union Avenue in New Haven.

Anonymous Reporting Option

Any member of the College community may anonymously report an alleged violation of the College's Title IX policy by completing the [Falcon Tip form here](#). These reports will be directed to the Deputy Title IX Coordinator for review and appropriate action. Please note that the College's response to such anonymous reports may be limited due to lack of information.

Confidential Reporting Options

There are several formal reporting options available to members of the College community. Different employees on campus have different abilities to maintain a victim's confidentiality.

- Some employees known as "Confidential Resources" are required to maintain near complete confidentiality. Talking to them is sometimes called a "privileged communication." Examples of these types of employees include professional, licensed counselors and pastoral counselors who provide mental health counseling to the College community. You may contact these individuals at the Office of Dominican Ministries and the Student Health Services Office.

Student Health Services

Hubert Campus Center – 2nd Floor (203)
773-8938

Mental Health Counseling Services Hubert

Campus Center – 2nd Floor

Hours: By appointment only (203) 392-6413

Formal Reporting Options

- Most employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Deputy Title IX coordinator. A report to these "responsible employees" constitutes official notice to the College, and generally obligates the College to investigate and take appropriate steps to address the situation. Members of the College community are encouraged to speak to officials of the institution (Deans, Vice Presidents, or other administrators with supervisory responsibilities, Campus Security, Human Resources, and Student Services) to make formal reports of incidents. Formal reports of sexual misconduct will be taken seriously by the institution and will be investigated and properly resolved through administrative procedures.

- Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual. Students have the right to request that an internal college investigation does not proceed, and this will be respected if possible.
- While these employees may maintain a victim's privacy vis-à-vis the College, they may have reporting or other obligations under state law, such as those listed below:
 - Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. See, e.g., Connecticut General Statutes §17a-101a. The list of mandated reporters includes, but is not limited to, licensed physicians, licensed practical nurses, licensed professional counselors, licensed surgeons, members of the clergy, mental health professionals, sexual assault counselors, and social workers.
 - Communications between mental health professionals and patients are generally confidential and cannot be disclosed to a third party without the patient's consent. However, mental health professionals may disclose privileged communications without the patient's consent in certain circumstances, such as when they have a good faith belief that there is a risk of imminent injury to the patient or others or to the property of other individuals. See, e.g., Conn. Gen. Stat. 52-146.
 - Disclosure may be required by court order.
- If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the College's Campus Security Authority may be called upon to issue a timely warning to the community. Such warnings will not include any information that identifies the victim.
- Reporting Obligations for Faculty and Staff
 - The College recognizes that faculty and staff bear a particularly important responsibility to deter sexual misconduct. Any faculty or staff member (other than those who are statutorily prohibited from reporting) who learns of conduct that may violate this policy must contact the Deputy Title IX Coordinator within 24 hours, or as soon as possible. Individuals who are statutorily prohibited from reporting are not required to report to the Deputy Title IX Coordinator.

Amnesty

In an effort to encourage reporting, students who may have violated the College's Alcohol or Drug Policy at the time of the sexual misconduct incident they are reporting will not be charged with conduct code violations.

Complainants or witnesses should not let their use of alcohol or drugs be a deterrent to reporting an incident. When investigating an alleged incident, the College's primary focus will be on addressing the sexual misconduct violation and not on alcohol/drug violations that may be discovered or disclosed in the course of the investigation.

In rare circumstances where other violations occur, students may be referred for disciplinary adjudication. Examples include, but are

not limited to: fights, verbal or physical harassment, disorderly conduct, property damage, or vandalism.

Retaliation

Retaliation against any person in the College community for reporting a violation of Title IX or for participating in the grievance procedures set forth herein is strictly prohibited and may result in disciplinary action, including interim or permanent measures. The College defines retaliation as any adverse action taken against an individual who has participated in any manner in an investigation, proceeding, or hearing under these policies and procedures. Any concerns regarding retaliation should be raised immediately with the College's Deputy Title IX Coordinator.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (e.g. on or off-campus, in the surrounding area,) for publication in the annual Campus Security Report. This report helps to provide the College community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus security, local police, coaches, athletic directors, residential life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category. This reporting protects the identity of the complainant and may be done anonymously.

Federal Timely Warning Reporting Obligations

Complainants of sexual misconduct should be aware that the College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a complainant's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

INVESTIGATION OF TITLE IX COMPLAINTS

When investigating alleged violations of Title IX, the College endeavors to provide all those involved with a prompt, fair and equitable process, as per the guidelines established by the United States Board of Education. As such, it is important to note that when investigating and determining the outcomes of such complaints the College will apply the standard burden of proof as defined in the United States Board of Education 2011 "Dear Colleague Letter" as a preponderance of evidence ("more likely than not").

Throughout the investigation of any Title IX complaint, both the Respondent and the Complainant may have a support person present. A support person is an individual chosen by a Complainant, Respondent or Reporter to provide support and encouragement during the review of a report and/or during the hearing process of possible sexual misconduct. The person(s) chosen may not already be directly involved in the investigative process (for example, a witness or Reporter) and may not speak on behalf of the person they are supporting, but instead may be present to assist or advise the individual they are supporting in a non-advocacy role.

Student Rights

Both the Complainant and the Respondent have rights in an investigation. These rights include the following:

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination, and/or harassment made in good faith to the College;
- The right to be treated with respect by College staff throughout the process;
- The right to be notified of available counseling, mental and physical health services for victims of sexual misconduct, gender-based discrimination and/or harassment on campus and offcampus;
- The right to identify witnesses and other parties, and to request the Deputy Coordinator contact those individuals as part of the investigation;
- The right to have a support person present during the investigation and hearing;
- The right to report the incident to off-campus authorities and/or law enforcement and to be assisted by College staff in doing so;
- The right to have a committee of mixed genders, to know the members of the Hearing Panel ahead of time, and to address concerns of bias and/or conflict of interest in regards to Hearing Panel members;
- The right to review all documents and reports produced by the investigation, subject to limitations provided by law, as well as the names of all witnesses who may be called to provide statements to the committee, at least 24 Hours prior to the hearing;
- The right to challenge information and documents prior to the hearing;
- The right to have the College request attendance and accommodate individuals called as witnesses for a hearing;
- The right to be present and participate in the board hearing;
- The right to make an impact statement to the Hearing Panel, should the board find the accused student responsible for violating this policy;
- The right to be informed of the outcome and sanction of any board hearing within 24 hours of a decision being rendered, and to receive that decision in writing;
- The right to appeal the finding and sanction of the board, in accordance with the appeal guidelines established in this policy;
- The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary;

- The right to report the incident to off-campus authorities and/or law enforcement and to be assisted by College staff in doing so;
- The right to know what provisions of the Student Code of Conduct the accused student is charged with violating;
- The right to have a copy of the board hearing script at least 48 hours prior to the hearing;
- The right to participate in board hearings by means other than being in the same room with the accused student
- The right to have the Title IX grievance process fully explained, and to receive written notice of all Student Conduct Code charges at least 48 hours before a committee hearing

Note that the use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

Interim Measures

Any student who has been involved in an alleged incident of sexual misconduct will have access to available assistance in changing academic and living situations. If requested by the student, and if such changes are reasonably available, no formal complaint, or investigation, campus or criminal need occur before this option is available. This can include:

- Housing Accommodations
- Dining Services Accommodations
- Academic Accommodations
- No Contact Orders
 - Individuals may request a no contact order towards persons who have engaged in or who threaten to engage in sexual misconduct, stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complainant or others. Individuals may request a no contact order by requesting one from the Office of Student Life or through a Title IX Coordinator.
- Interim Suspensions
 - In the case where an individual's presence on campus at the college constitutes an immediate threat of harm to the community, an Interim Suspension may be enforced while an investigation is pending.

Confidentiality and Privacy

When the College receives a report of sexual misconduct, all reasonable steps will be taken by the appropriate campus officials to preserve the privacy of the reporting party while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of the information reported, the institution must fulfill its duty to protect the campus community.

Information provided to a Confidential Resource regarding sexual misconduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor.

Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, they must speak with a Confidential Resource.

Where it is deemed necessary for the institution to take steps to protect the safety of the reporting party and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reporting party to the extent reasonably possible. The Deputy Title IX Coordinator will determine whether or not it is necessary to take steps to protect the safety of the reported victim and/or other members of the college community when weighing a student's request for confidentiality.

Below are the factors that would be considered by the Deputy Title IX Coordinator when making this decision:

- Whether there are multiple allegations involving the same alleged perpetrator
- Whether the alleged perpetrator has a documented history of violence
- Whether the alleged perpetrator threatened further sexual violence or other violence against the student or others
- Whether the sexual violence was committed by multiple perpetrators
- Increased risk of future acts of sexual violence under similar circumstances
- Whether the sexual violence was perpetrated with a weapon
- The age of the student subjected to the sexual violence
- Whether the College possesses other means to obtain relevant evidence (e.g. security cameras or personnel, physical evidence)

Adjudication Procedures

The College will address allegations of sexual misconduct promptly and equitably. The process for addressing alleged sexual misconduct by a student is set forth below. The individuals involved in the adjudication process will include trained College staff members who will determine whether the sexual misconduct occurred and the appropriate sanctions. Either the complainant or the respondent may raise issues regarding potential conflicts of interest of such individuals.

In its discretion, the College may determine that allegations of sexual misconduct in a particular instance will be addressed outside the procedures in this policy. In no event will mediation be used to adjudicate a sexual misconduct case. In determining the outcome of a complaint of sexual misconduct, the College will apply the standard burden of proof as defined in the United States Board of Education 2011 Dear Colleague Letter as a Preponderance of Evidence ("more likely than not").

Sanctions

- Any member of the College community found responsible for violating the sexual misconduct policy is subject to action up to and including dismissal.
- Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending

on the severity of the incident, and taking into account any previous campus conduct code violations.*

- Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.*
- Any student found responsible for violating the policy on sexual harassment, hostile environment, intimate partner violence, sexual exploitation, or stalking will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

*The Hearing Panel reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Prevention & Education

The College is committed to ensuring the safety, personal dignity, rights and freedoms of all members of the College community. Albertus Magnus provides ongoing prevention and awareness programs in the area of sexual misconduct.

- Student awareness and educational campaigns, including Title IX Resources pamphlets, Sexual Assault Information pamphlets, and resource pamphlets.
- Student Orientation programs to educate new students on issues of sex discrimination, the College's sexual misconduct policy, reporting procedures, and available resources
- Employee education
 - The Title IX Coordinator educates College employees on issues of sex discrimination and how to report these issues. The Title IX Coordinator also trains employees on how to sensitively handle reporting.

Training

The College is committed to ensuring that all employees are trained on issues of sex discrimination. Training for faculty and staff is the responsibility of the Title IX Coordinator.

- Staff are trained annually on what constitutes sex discrimination, their reporting responsibilities, how to handle reports of sex discrimination, and campus resources.
- All individuals involved in investigating or adjudicating issues of sex discrimination undergo training prior to engaging in any such responsibilities.
- Trainings are conducted by the Title IX Coordinator in collaboration with other experts.

For reference to relevant state statutes regarding sex offenses, please see Connecticut General Statutes § 46b-120, § 46b-127, § 46b-133d, § 53a-70, § 53a-71, and § 54-76b.

For reference to relevant state statutes regarding disclosure of communications by mental health professionals, see Connecticut General Statutes §52-146.

*** Please refer to Appendix B for the Investigation and Resolution of Sexual Misconduct*

Allegations**

"I'M HAVING PROBLEMS IN MY RELATIONSHIP"

"WHO CAN I TALK TO?"

"I MIGHT HAVE BEEN SEXUALLY ASSAULTED"

IS A FRIEND GOING THROUGH SOMETHING?

Start with:
"I believe you."
"This isn't your fault."
"I'm so sorry this happened to you."
"What do you need?"
"Do you want to talk to someone about it?"

IS A FRIEND HURTING SOMEONE?

- Hold them accountable. Make sure they know you're not okay with what they're doing.
- Speak from a place of love. You can still care about someone who is making bad choices; let them know that.
- People need support to change their behavior. Tell them you believe they can be better.



SEXUAL & DOMESTIC VIOLENCE RESOURCES



FOR ALBERTUS STUDENTS, FACULTY, AND STAFF



ON CAMPUS:

Confidential Resources:

Campus Counseling Center
McAuliffe Hall, 2nd floor
203-773-8149
counseling@albertus.edu

Health Clinic
McAuliffe Hall, 1st floor
203-773-8938
healthclinic@albertus.edu

Other Resources (NOT confidential):

Public Safety
McAuliffe Hall, 1st floor
203-507-5204/203-773-8509

Deputy Title IX Coordinator
Jessica Wheeler
McAuliffe Hall, 2nd floor
203-773-8584
jwheeler2@albertus.edu



IN THE COMMUNITY:



SEXUAL VIOLENCE Women and Families Center

24-hour confidential hotline: 203-235-4444
En Espanol: 1-888-568-8332
Male counselors available.
To make a free, confidential appointment with Jenn Hislop, the campus advocate, call 203-235-9297 x 138.
Jenn can meet with you on campus or off.
www.womenfamilies.org

DATING/DOMESTIC VIOLENCE The Umbrella Center

24-hour confidential hotline:
203-789-8104
bhcare.org
Also provides access to confidential counseling and shelter.



OTHER RESOURCES

Emergency: 911
Mental Health Crisis: 211
New Haven Police Department Non-Emergency Phone: 203-946-6316

NEED HELP GETTING OFF-CAMPUS FOR SUPPORT, OR HAVE QUESTIONS?
TALK TO KELSEY ALEXANDER,
COORDINATOR FOR PREVENTION OF GENDER-BASED VIOLENCE

203-773-4477
KALEXANDER@ALBERTUS.EDU

FIRE REGULATIONS

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

If fire or smoke in hall prohibits leaving room:

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

FIRE EVACUATION PROCEDURE

In the event of an alarm or a fire:

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

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

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

Fire Chief for the College

The Facilities Services Supervisor is the College's Fire Chief.

Violating the Fire Program

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

MEDIA COMMUNICATIONS

Phone #203-773-8502

Marketing Department

Mohun -Second Floor

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

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

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

Should the occasion arise when a student finds it necessary to send material to the media, one must have the approval of the Vice President for Marketing before submitting written, visual or oral information concerning

Albertus Magnus College or any member of the faculty, staff, or student body.

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

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

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

POSTING POLICY

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

There are now tackless strips installed in both the Hubert Campus Center and Aquinas Hall in various locations. All postings must be placed on these strips or on the various bulletin boards around campus.

- ☐ Any postings found on other surfaces will be taken down immediately.
- ☐ Be sure to double check your flyer or posting for spelling errors and correct grammar before you ask for it to be approved. Does it include the following information?
 - *Date*
 - *Time*
 - *Location*
 - *Price (if applicable)*
 - *Target Audience*
 - *A logo or graphic to catch the viewers' attention*
 - *Contact information for person coordinating the event*

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

COLLEGE CLOSING/CLASS CANCELLATIONS

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

AMC EMERGENCY ALERT SYSTEM

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

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

The Albertus Emergency Alert System MAY be used for:

■ Major Disaster

■ Safety alerts in those situations where there is an immediate potential for personal injury ■ Health

Concerns

■ Class cancellation due to weather/snow days

TO ENROLL AND FOR MORE INFORMATION

Visit myAlbertus and click Campus Security under the Quicklinks.

FIREARMS/WEAPONS AND FIREWORKS

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

Search and Seizure (Vehicles)

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

PARKING AND TRAFFIC REGULATIONS

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

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

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

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

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

1. Failure of a student to park in properly designated parking area.
2. Occupying two spaces.
3. Blocking entrance of building.
4. Obstructing traffic.
5. Parking in Rosary Circle.
6. Exceeding the campus speed limit.

7. Parking at yellow curbs or on yellow diagonal lines.
8. Parking within 10 feet of a hydrant.
9. Blocking an intersection or marked area.
10. Double parking.
11. Parking on grassy area.
12. Blocking a driveway or service area.
13. Creating a hazard to public safety.
14. Impeding construction or maintenance requirements.
15. Parking in a reserved area, fire lane or handicap space.

NOTE: In addition to a summons, violators may have their cars towed away at owner's risk and expense. The Goodrich Street entrance or the Winchester street entrance should be used for Aquinas Hall, Hubert Campus Center, Walsh Hall, and the ACT II Theatre traffic.

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

During a Snow Storm

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

Temporary Closures

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

FALCON CARD (Student Identification Card)

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

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

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

A duplicate ID card will be issued only upon presentation of satisfactory evidence of the loss or destruction of the original.

Arrangements for securing a duplicate card should be made at the IT Help Desk located in Rosary Hall, where a fee of \$10.00 is paid. The loss of an ID card should be reported promptly to IT HELP DESK. Any ID card that is found should be handed in to IT.

SECURITY

McAuliffe Hall

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

In the event of a security and/or safety incident immediately call the Security Office at 203-773-8509 or the

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

Alarms/Doors

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

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

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

College Property/Designated Use Policy

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

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

Door Propping Policy

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

Please report any propped doors to the following personnel: Campus Security:

203-507-5204

Director of Residential Life: 203-773-4477

Insurance-Property

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

Safety Precautions

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

1. Be sure that you close and lock doors when entering and leaving the residence halls.
2. Never prop open a door for someone who will be joining you later and who does not have a key to the building. A propped open door destroys the best security plans and is an open invitation to unwanted intruders.
3. When walking at night, walk where there are plenty of lights and traffic. NEVER WALKALONE.
4. DO NOT hitchhike.

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

BE ALERT AND OBSERVANT: Report all crimes.

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

FALCON TIP LINE

203-672-6795

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

SMOKING

In an effort to be sensitive to the needs and concerns of non-smokers and smokers alike, Albertus Magnus College aims to create a safe and healthy environment for all members of the Albertus community. According to Connecticut State Law, smoking is prohibited in all residence halls. Smokers may smoke outside of buildings, standing at least 25 feet from the entrance to any building. In adherence with state laws smoking is prohibited in any campus building. ***E-cigarettes are not permitted to be used in any campus building at any time.***

SOLICITATION

Solicitation for Charitable Purposes

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

The following information is required:

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

Solicitation for Profit

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

ILLEGAL SUBSTANCES

Summary of the State Law

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

CT State Laws

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

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

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

- Seven years or \$50,000, or both, for possession of any quantity of a narcotic, including cocaine and "crack," morphine or heroin;
- Five years or \$2,000, or both, for the possession of any quantity of a hallucinogen (such as LSD or peyote) or four ounces or more of a cannabis-type substance (which includes marijuana);
- One year or \$1,000, or both, for possession of any quantity of controlled drugs, such as amphetamines or barbiturates.
- \$150 fine and a \$200-\$500 fine for subsequent offenses, for possession of a half-ounce or less of marijuana. Offenders under the age of 21 also will receive a driver's license suspension of 60 days.

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

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

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

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

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

Albertus Magnus College Drug Policy

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

Medical Marijuana

In accordance with federal law, the College does not permit the possession, use or distribution of marijuana. As such, students in possession of medical marijuana prescriptions (issued in Connecticut or any other state) are not permitted to use or possess marijuana on College property.

ALCOHOL POLICY

CT State Laws

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

Summary of State Law

Any permittee who, by oneself, one's servant or agent, sells or delivers alcohol liquor to any minor, or to any

intoxicated person, or to any habitual drunkard knowing him/her to be such an habitual drunkard, or to any person having received notice from the Select person, as provided in Section 30-83 or 30-84, not to sell or give liquor to such persons, and any persons, except the parent or guardian of a minor, who gives or delivers any

such liquors to any such minor, except on the order of a practicing physician, shall be subject to the penalties of Section 30-113. (CT General Laws, Title 30, Chapter 545, Section 30-113).

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

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

Albertus Magnus College does not tolerate the possession or consumption of alcoholic beverages by underage students. Appropriate college conduct actions will be taken against those students who are in violation of the College's Alcohol Policy. Any student whose behavior, resulting from excessive drinking, is inconsistent with the educational goals of the College will be required to seek counseling.

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

Possession or Consumption of Alcohol by an Underage Individual

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

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

The College strictly prohibits intoxication requiring medical or staff attention.

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

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

Bar -Like Structures

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

Open Container Policy

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

Permissible Quantities of Alcohol

The College prohibits the possession of quantities of alcohol that are larger than what is reasonable for personal consumption. The following are guidelines for the maximum amount of alcohol permitted in on-

campus residences for those that are at least 21 years of age, not living with another student that is not of legal drinking age, and are not living in a substance free residence hall.

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

College Alcohol Policy

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

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

Aquinas Hall: Vice President for Academic Affairs

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

Campus Theater: Drama Director

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

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

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

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

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

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

Alcohol Regulations and Procedures for Registered Campus Events

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

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

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

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

5. When alcohol is sold on campus, the price of an individual drink and the amount ordered must be discussed with the appropriate staff member for approval.

6. Liquor permit numbers for any event on campus must be registered with the Associate Dean of

Campus Activities.

7. At College mixers or similar events, only beer or wine may be served.
8. After an event the sponsors must meet with the appropriate staff member for a follow-up review.
9. The duration of serving alcohol is to be determined by the Vice President for Student Services or his/her designee.

Additional Alcohol Policy Regulations pertaining to Residential Life:

1. No persons under the age of 21 are allowed to consume, possess, or be in the presence of alcoholic beverages.
2. No persons 21 or older may consume or be in possession of alcoholic beverages in the presence of those under 21 years of age.
3. No persons 21 or older residing in a residence hall room with underage persons may possess or consume alcohol at any time in that space.
4. The purchasing of alcohol for minors (anyone under the age of 21) is not permitted on any college property.
5. All alcoholic beverages are prohibited from common rooms and hallways.

Alcohol/Drug Amnesty Policy

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

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

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

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

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

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

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

DISORDERLY CONDUCT

Behavior that indicates a disregard for the personal and/or property rights of individuals and of the college itself is prohibited. In the good name of the College, students are to maintain appropriate conduct at off-campus venues. Repetitive disorderly conduct will result in dismissal from the Residential Life Program. Students who are suspended or expelled from the Residence Halls are not eligible for any financial refunds and are responsible for any charges affiliated with the suspension and/or expulsion.

Assaults

Any physical assaults or a willful threat of violence which subjects an individual to physical injury or endangers an individual in any way is prohibited. This includes verbal threats made on social media sites or any other electronic or web-based sites.

Athletics in the Residence Halls

Playing games and/or sports in the residence halls is not appropriate behavior. Not only does it detract from the academic environment and create a safety hazard, but it may also cause damage to the residence.

False Identification

Students are required to carry a form of identification at all times, preferably their Albertus student ID card. Any staff, faculty or security officer can ask for identification at any time. Students who fail to produce an ID card or use false identification will be subject to sanctioning.

Fighting

Any resident found instigating or involved in any physical altercation within or near the residence halls on campus will be subject to disciplinary action and/or arrest. Revocation of visitation rights from all residence halls may result for residents, non-residents, and non-Albertus Magnus individuals.

Bullying/Threats

Any student found bullying or threatening another student, faculty or staff member will be subject to disciplinary action and/or arrest.

Obscene Conduct

Obscene expression, either oral or visual, on College property or at College-sponsored events is prohibited and is subject to college conduct sanctions.

Skating (Skateboards, In-line Skates, Roller-Skates)

The use of skateboards, in-line skates, roller-skates or like equipment is strictly prohibited inside of the residence halls and all other campus buildings. Persons using such equipment are subject to college conduct sanctions as well as any costs to repair damage done to College property by the use of such equipment. If requests to cease are ignored, the person may be subject to having their skating equipment confiscated with no reimbursement.

Theft/Unlawful Possession

Any student found with the unlawful possession of the College's property/equipment or that of a student, faculty, or staff member will be subject to heavy sanctions; up to expulsion from the College and local police involvement.

Trespassing

Albertus Magnus College is private property and any person(s) that are not part of the AMC community or have been banned from campus are subject to trespassing charges. The College reserves the right to contact the authorities.

Unapproved Structures/Apparatuses

No person(s) is allowed to erect any type of structure(s), anywhere on campus, unless it has been approved by the Vice President for Student Services and/or his/her designees. Any person erecting unapproved structures/apparatus (es) will be subject to having the structure(s)/apparatus (es) confiscated with no reimbursement, along with college sanctioning.

ADDITIONAL STUDENT CONDUCT CODE VIOLATIONS

Integrity: Albertus Magnus College 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) **Unauthorized Access.** Unauthorized access to any College building or unauthorized possession, duplication or use of means of access (i.e. keys, cards, etc.) to any college building or failing to timely report a lost College identification card or key.
- 3) **Unauthorized Acquisition of Property.** Intentional and unauthorized taking of Albertus Magnus College property or the personal property of another, including goods, services and other valuables; knowingly taking or maintaining possession of stolen property.

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

- 4) **Disruptive Behavior.** Substantial disruption of College operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non- College activities which occur on campus.
- 5) **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.
- 6) **Trespass or Unauthorized Entry.** Misuse of access privileges to College 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 College building.
- 7) **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of College property or the personal property of another.
- 8) **Reasonable Use of Electronic Communication.** Violating the College Information Technology policies (<http://www.albertus.edu/student-resources/its/computer-use-policy>).
- 9) **Gambling.** Gambling, including, but not limited to, contests of chance, illegal lottery, and policy for money or something of value; promoting or advancing gambling; gambling using College computing/network facilities; possessing gambling devices or gambling records is prohibited.
- 10) **Weapons.** Possessing or using any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, switchblade knives, knives, explosives, fireworks or dangerous chemicals (except as authorized for use in class, or in connection with College-sponsored research or other approved activities). The term firearms includes, but is not limited to, pellet guns, air guns, rifles, shotguns, handguns, multiple firing weapons and any weapon capable of

firing a shot.

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

Social Justice: Albertus Magnus students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing college 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:

- 12) Discrimination.** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, gender identity, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College's educational program or activities.
- 13) Harassment.** Any unwelcome conduct based on actual or perceived status including: (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status). Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community.
- a) **Hostile Environment.** Sanctions can and will be imposed for the creation of a hostile environment only when [unwelcome] 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 College's educational or employment program or activities.
- 14) Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, College processes including, but not limited to:
- a) Falsification, distortion, or misrepresentation of information;
 - b) Failing 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;
 - f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

15) Retaliation.

- a) Engaging, directly or indirectly, in any action or attempt to harass, intimidate, retaliate against, or improperly influence any individual involved with the campus conduct system.
- b) An intentional act taken against an individual who initiates any discrimination or harassment

complaint, including any sexual misconduct complaint (including stalking or intimate partner violence), pursues legal recourse for such a complaint, or participates in any manner in the

investigation of such a report. Any act of retaliation is prohibited and is subject to a student conduct referral.

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

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

17) 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.** Implied threats or acts that cause a reasonable fear of harm in another.

18) Bullying and Cyberbullying. 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.

19) Hazing. Defined by Connecticut State Law “any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for the membership in a student organization.” Participation or cooperation by the person(s) being hazed does not excuse the violation. Knowledge of, apathy toward or acquiescence in the presence of hazing are not neutral acts and will be construed as violations on the *Code of Student Conduct*.

20) Intimate Partner/Relationship Violence. Violence or abuse by a person in an intimate relationship with another;

21) Stalking. A course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;

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

Responsibility: Albertus Magnus College 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:

23) Alcohol.

- a. **Alcohol/Drug Related Medical.** The health and safety of students is of utmost importance. Should a student need to be transported for intoxication, the student will meet with the Director of Community Standards or designee. Reporting students involved are covered under the Amnesty Policy and will not be referred to the conduct process.
- b. **Underage Possession and/or Consumption.** An individual under the age of twenty-one (21) is not permitted to consume and/or possess alcoholic beverages anywhere on the Albertus Magnus College Campus
- c. **Underage in the Presence of Alcohol.** An individual under the age of twenty-one (21) is prohibited from being in the presence of alcoholic beverages at unapproved events anywhere

on

the Albertus Magnus Campus.

- d. **Public Intoxication.** Any behavior resulting from the over-consumption of alcohol and/or drug which causes a disturbance, is dangerous to the individual, others, and/or property or in any way requires the attention of College Officials.
- e. **Drinking Games.** Games and activities in which the primary/original purpose is to promote binge drinking are prohibited.
- f. **Exceeding Alcohol Limits.** The total amount of alcohol permitted is: twelve (12) 12-ounce coolers, malts or beers, OR one (1) 1.75 liters of hard liquor OR two (2) 750 ml bottles of wine.

See **Drug and Alcohol Use Policy** (<http://www.albertus.edu/policy-reports/drug-alcohol-use>).

24) Controlled Substances. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the College's Drug and Alcohol Use Policy, the possession and/or use of drug paraphernalia including, but not limited to, hookahs, pipes, bongs, bowls, vaping devices, abuse, misuse, sale, or distribution of prescription or over-the-counter medications

See **Drug and Alcohol Use Policy** (<http://www.albertus.edu/policy-reports/drug-alcohol-use>).

25) Failure to Comply. Failure to comply with the reasonable directives of College officials or Public Safety officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

26) Residential Life Policies. Violation(s) of policies and procedures outlined by the Office of Residential Life as stated in the Housing Contract.

27) Failure to Abide by Federal, State, and/or Local Laws.

Academic Violations

All academic violations are independent from the *Student Code of Conduct* and are governed through the academic departments.

DIVISION OF STUDENT SERVICES

STUDENT SERVICES

Hubert Campus Center, 102

The Division is responsible for initiating and developing social, cultural, educational, spiritual and recreational activities for the students. It also has responsibility for Residential Life, Student Government Association, House of Bollstadt, Common Ground, Game Room, student organizations, parking.

VICE PRESIDENT FOR STUDENTS SERVICES

Phone# 203-773-8542

The Vice President for Student Services provides strategic leadership and oversight for the Office of Student Activities, Residential Life, Counseling, Health Services, and Chairs the College's Cooperative Council.

The following offices report directly to the Vice President for Student Services: Campus

Activities

Residential Life

Counseling Services

Health Services

RESIDENTIAL LIFE

Residence hall living is an important aspect of the educational process within the College. The development of the total person is the ideal to be achieved in the Residential Life Program. Residential Life strives to provide all students with a safe, inclusive community to call home during their four years at Albertus. Through a holistic approach to on-campus living, students engage in their community, enhance their learning experiences, and develop lasting friendships. To foster this environment and to promote these qualities, the office uses a community development model that is based on the concepts of personal integrity, mutual respect, and cooperation. **The College reserves the right to refuse or to revoke on-campus residency for any student at the College's discretion. Students who are suspended or expelled from the Residence Halls are not eligible for any financial refunds and are responsible for any charges affiliated with the suspension and/or expulsion.** Four mansion-style residence halls, housing from 20 to 45 residents, Dominican Hall which houses approximately 40 students per floor, and 490 Prospect Street which houses approximately 28 students provide small residential hall living units for those students wishing to reside on campus.

COUNSELING SERVICES

Hubert Campus Center 202 [How](#)

[to make an appointment](#)

Call 203-773-8149 or email counseling@albertus.edu

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

Your first counseling session is designed to discuss reason for coming to counseling, obtain relevant background information, family history, and address any specific concerns. At the end of the session you and the counselor will discuss appropriate level of care and any recommendation to best meet your needs. Short term counseling services are available to students at no cost.

Hours:

Monday - Thursday: 9am -6pm . Fridays - 9am

- 4:30pm

Student Assistance Program

The Student Assistance Program (SAP) is a school-based prevention and early intervention system designed to foster student success and healthy development by addressing academic, social, emotional and behavioral health issues.

Alcohol and Drug Abuse

Students in need of assistance in dealing with substance abuse issues are strongly encouraged to use the confidential assistance offered through the Albertus Magnus College Student Assistance Program. As a recipient of a Federal program, the College must certify under the Drug-Free Workplace Act of 1988 and the

Drug-Free Schools and Communities Act Amendments of 1989 that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. A notice will be sent annually in the fall to all faculty members, students, and staff of the current version of the Drug Abuse Policy.

CAMPUS ACTIVITIES

Hubert Campus Center, 102

Academics are important, but let's face it....we all need to have some fun too! Campus Activities are everything to a college student's social life and Albertus has it all! Students – be sure to check out a copy of the monthly calendar on our website to see what exciting things are happening each week! You can also find information on the myAlbertus portal, digital signs around campus and on social media. “Like” our page on Facebook, and follow @getinvolvedAMC on Twitter for news, updates and event information. Website: <https://www.albertus.edu/student-life/campus-activities-calendar>

Albertus is a great place to get involved as well. We offer various student organizations to join, or you can even start your own if you can't find one that interests you. All activities are student designed by the volunteer members of the Campus Activities Board. If you don't see something on the activities calendar you want to attend, it is only because you haven't suggested it yet to make it a reality!

Commuter Life

Commuters are an integral part of campus life at Albertus participating in myriad activities - student government, athletics, and Campus Activities just to name a few. It is strongly encouraged that each and every commuter gets involved in campus organizations. One of the easiest ways to get involved is to join the Commuter Council! For more information, contact Dan Hurley at dhurley@albertus.edu.

For their convenience at the College, commuters are issued IDs to ensure easy access throughout the campus, and a host of other items related to Student Services. Any commuter student who has questions concerning Student Services should direct them to the Associate Dean for Campus Activities.

Who We Are

Associate Dean for Campus Activities & Orientation (Erin Morrell)

Phone# 203-773-8541

The Associate Dean for Campus Activities & Orientation oversees the Office of Campus Activities and the New Student Orientation Program. The Associate Dean serves as a co-advisor for the Student Government Association (SGA), which is the student governance board on campus and a forum for students to address concerns and bring forward ideas.

This individual also works closely with the various student organizations that Albertus has to offer. Student organizations may request space to hold events through the Office of Campus Activities and request funding from the Student Government Association.

The Game Room and Pub are all supervised by the Associate Dean. If you have any suggestions, comments or concerns with these areas, please direct them to the Associate Dean.

Assistant Director for Campus Activities (Malcolm Thomas)

Phone # 203-752-8793

The Assistant Director for Campus Activities is responsible for the supervision of our student employees, and the management of the programs and services for the office. The Assistant Director also co-advises the Student Government Association, student organizations, and assists with New Student Orientation. The Assistant Director will also serve as the advisor for the Campus Activities Board.

Coordinator for Prevention of Gender-Based Violence (Kelsey Alexander)

Phone # 203-773-4477

The Coordinator for Prevention of Gender-Based Violence creates opportunities for students, staff, and faculty to develop skills to prevent gender-based violence (sexual assault, intimate partner violence, and stalking) on campus and in their lives. The Coordinator also ensures there are a wide variety of resources available, both on and off campus, to support members of the Albertus community who are survivors of gender-based violence.

Coordinator for Student Engagement (Daniel Hurley)

dhurley@albertus.edu

The Coordinator for Student Engagement is responsible for oversight of large scale programming on campus, specifically related to diversity and inclusion. The Coordinator also works with the Commuter Council and student organizations on campus.

Programs & Involvement Campus

Activities Board

Campus Activities Board (CAB) plans and implements the majority of events on campus, including Fall Fest/Homecoming, Winter Wonder, Spring Formal, Spring Jam, Dances, BINGO, off campus trips, coffeehouse performers, bands, game shows, and a variety of other social, recreational, and novelty programming for resident and commuter students.

Student Organizations

Student organizations must register their group each year with the Office of Campus Activities in order to be considered an active club. Clubs must register electronically by October 1st of the current school year to be officially recognized. For information regarding clubs, you may contact the Office of Campus Activities on the lower level of the Hubert Campus Center.

If a student organization wishes to have regular meetings in a specific space, club officers are responsible for reserving that space with the Office of Campus Activities.

Recognized Student Organizations:

For a listing of the current recognized student organizations, please look on our website at:

<https://www.albertus.edu/student-life/clubs-organizations/>

Procedures for Campus Activities

Any student club or organization interested in sponsoring an event or activity is responsible for knowing the proper guidelines and procedures for planning events. Please see the Albertus Magnus College Student Organization Handbook for the guidelines and procedures (available on the myAlbertus portal).

REGISTRATION OF EVENTS ON CAMPUS

All campus events and floor programs must be approved. A campus activities event is defined as any event registered and approved by the Office of Campus Activities. A floor/hall program is defined as a Residential Life program hosted by a Resident Assistant registered with and approved by the Residence Hall Director.

Reservation of Space

Space reservations may be secured by contacting the Assistant Director for Campus Activities. College facilities are available for use by recognized student organizations at the College's discretion. Facilities reserved by a student organization are to be used only by the organization for which the facilities have been scheduled and for the purpose requested.

Event Behavior

Anyone that misbehaves and/or disrupts student sponsored events may be subject to college conduct sanctions and/or conduct code violations.

Any events sponsored by the Office of Campus Activities and the Campus Activities Board are subject to the rules and regulations set forth by the Office of Campus Activities and the Campus Activities Board.

Only full time day students are allowed to participate in events, specifically those that include prizes or prize money. Guests are welcome to attend events, but are not eligible to participate or win prizes.

Monthly Activities Calendar

The Office of Campus Activities produces a monthly activities calendar that is available online here:

<https://www.albertus.edu/student-life/campus-activities-calendar>. The events will also be available in the campus portal and on the digital signs throughout the college. To have your event included on the calendar, contact the Assistant Director for Campus Activities at mthomas@albertus.edu

Albertus@Night Late Night Programs

The Albertus@Night Late Night Program Series was established in 2011 after students and administration responded to a need for more programming and events on the weekends. A@N Events occur on weekends throughout the year. A variety of events are planned for each semester. Free snacks are always offered in addition to the activities or events that are planned. Be sure to check the schedule and plan to join in for the Albertus@Night Late Night Programs!

Dance Policy

Recognizing the need for safe social activities, the staff of the Albertus Magnus College Department of Student Services has developed these general guidelines for dances sponsored by Student Services and/or a student organization.

The Albertus Magnus College Student Services Staff and/or New Haven Police/Security reserve the right to refuse admission to anyone.

The Albertus Magnus College Student Services Staff reserves the right to close the dance or end the event at any time if they feel that shutting down the dance is in the best interest and safety of the dance guests and/or Student Services Staff.

Definitions:

Dance-A dance is defined as a social gathering where the primary focus is to dance for entertainment purposes. **AMC students-** An AMC student is defined as a full-time student in the undergraduate day program. AMC students are required to present their student ID card at the door to be admitted to the dance.

Guests-A guest is defined as a dance participant who is not a member of the Albertus Magnus College full-time day student population.

Guest Policy

The Student Services Staff are responsible for monitoring the behavior of the dance participants. All AMC students are responsible for any guest that they sign in.

- All guests must be at least 17 years of age and have valid photo identification with them.
- AMC students are permitted to sign in **ONE** guest per event.

There is no charge for guests to attend a regular dance. For annual/traditional dances, there is a fee for guests. If there is a cost associated with having a guest, payment must be paid in advance to the Office of Campus Activities.

AMC students are responsible for any guest that they sign into a dance. We recommend that you know your guest well before agreeing to allow them access to the dance. If any problems arise or damages occur, the AMC student is responsible for those actions, in addition to the guest.

Security

Extra duty police officers are required for all student dances. Security requirements are determined in conjunction with New Haven Police Department and the Associate Dean for Campus Activities. Considerations include the dance day, time and place, expected attendance, expected number of guests, and past history of the event.

Personal Belongings

The Department of Student Services is not responsible for the loss of personal items before, during or after dances. If you cannot keep your personal items (such as a purse, wallet, cell phone, and camera) on your person, please do not bring it to the dance.

Alcohol

If alcohol is being served at the dance students and guests are reminded that only those individuals who are at least 21 years of age are permitted to consume alcoholic beverages. Any individual who is found to be in violation of this law will be subject to police action and/or college conduct sanctions through the College's conduct process.

Wristbands

All participants that are at least 21 years of age are required to wear a wristband (given out by staff at the door) if they are planning to consume alcoholic beverages while at the dance. Wristbands must be presented upon request by staff and/or bartenders. Wristbands must remain on the wrist for the entire event. Only one wristband will be given to each person that is of age.

Student Activity Fees:

All full-time matriculating day students are required to pay a student activity fee each semester. The Student Government Association, with approval by the Student Body, sets the fee. Payment of the fee entitles students to attend social events, cultural events, class events and student government activities.

The fee also subsidizes the student organizations and publications on campus. Additional charges may be assessed for College events at the discretion of the Associate Dean for Campus Activities and Orientation.

The student activity fee may be raised every two years upon a majority vote of the Student Government Association, and approval from the Associate Dean for Campus Activities & Orientation and the Vice President for Student Services.

Contracts

Any student-sponsored event that entails payment to an agent outside the College must be covered by a contract prior to the event. No student may enter into any vender contracts/agreements in anyway, for any goods or services. A contract must be submitted to the Vice President for Student Services and/or Associate Dean for Campus Activities & Orientation for approval before it is returned to the outside agent. ***Contracts for student events may be signed only by the Vice President for Student Services and designees.***

RESIDENTIAL LIFE

LIVING ON CAMPUS

The Office of Residential Life wants to ensure your experience on campus is memorable and engaging. The staff works to promote a safe and educational environment through various programs, community service opportunities, and fun.

We provide students with 6 housing options from which to choose. We currently have one traditional style residence hall known as Dominican Hall reserved for new students, four mansion style residence halls, and one complex on Prospect Street. The mansion style residence halls are McAuliffe, Nilan, Sansbury and Siena Hall. Sansbury Hall is an all-female residence.

Who We Are

Director of Residential Life and Community Standards (Shannon Lee)

Phone# 203-773-8577

The Director of Residential Life and Community Standards provides on-campus support and supervision for the Residential Life Department as well as the oversight of Community Standards for all students. The Director provides a leadership role in creating, revising, and overseeing college policies, practices and procedures in the student services area including college conduct, mediation, residential life, housing, and student development. The Director is responsible for developing a sustainable community development model within the halls that empowers students to grow within the areas of cultural humility & inclusion, civic engagement, academic success, and life and leadership skills. The Director also ensures non-academic college policy violations are addressed by facilitating administrative hearings, issuing appropriate sanctions, and providing follow-up to ensure compliance. The Director provides support and supervision to all other Residential Life staff.

Residence Hall Director and Deputy Title IX Coordinator (Jessica Wheeler)

The Residence Hall Director (RHD) works directly with the Residential Life program in order to foster the growth and development of student life on campus. The RHD oversees the day-to-day administration and supervision of students in the residence halls, as well as supervising the Resident Assistants (RAs) and Graduate Residence Hall Directors (GRHDs). The RHD also oversees housing operations, such as room change processes, housing accommodations, and serving as a liaison to our facilities team. Additionally, through the role of Deputy Title Coordinator, the RHD works with students who have been involved in situations of sexual misconduct, Title IX, and gender-based violence to provide support, resources, and oversight of the Title IX hearing board. This role also serves in an on-call professional staff rotation.

Graduate Residence Hall Directors (Khanisha Moore)

The Graduate Residence Hall Directors (GRHDs) assist in supervising the RAs and day-to-day operations of the residence halls. This role also serves in an on-call professional staff rotation.

Resident Assistants (RA)

The residence halls at Albertus Magnus are staffed by 13 Resident Assistants (RAs), who are peer student leaders on campus. They have been selected for their maturity, responsibility, and leadership qualities. The RAs are available to listen to concerns, report maintenance problems, organize community events, guide behavior, serve as a resource, and respond to situations that may arise in the residence halls. Two RAs serve on-call each evening and 24/7 over the weekend hours. Their office is in Dominican hall and is staffed each night 8-11pm, and they can be reached at 203-675-7659 or 203-752-7269 during their on-call shifts.

HOUSING ACCOMODATIONS

Albertus Magnus College is deeply committed to supporting the full participation of students with disabilities in all aspects of College life, including residential life. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Albertus has established procedures to ensure that students with documented disabilities receive housing assignments that reasonably meet their needs as required by law. According to the ADA, a disability is defined as any mental or physical impairment that substantially limits the individual in a major life activity compared to the average person. In determining the extent of one's limitation, the nature, severity, duration, and impact of the impairment are relevant factors. Students may also submit housing accommodation requests for religious and gender identity concerns. Students who wish to be exempted from the meal plan for health-related issues should follow the same procedures outlined for Housing Accommodations

Please note that students must request housing accommodations each year and submit updated documentation. Previous accommodations are not automatically extended without submitting an updated request form and documentation for the upcoming academic year. Your request will not be reviewed until both steps are completed. A student requesting housing accommodations must:

Procedures for Requesting a Housing Accommodation

1. Complete the Housing Accommodation Request Form available on our website [here](#) before the below deadlines and submit it to the Office of Residential Life
2. Provide medical documentation that *specifically* addresses the need for housing accommodation(s). Documentation should be typed or printed on letterhead, dated, signed and legible with the name, title and professional credentials of the medical professional.
3. Submit a personal statement describing your need for the requested accommodation and how it will assist in your success.

Housing Accommodation Request Deadlines

Deadlines were established to allow application review and accommodation considerations prior to the general housing selection process. Students are advised to start the process early to allow adequate time to obtain the necessary documentation. Keep in mind that efforts to obtain documentation from a health care provider often require advanced notice and may take several days to several weeks to prepare. Incomplete application materials may delay the eligibility-determination process. Applications submitted after the deadline will be accepted and reviewed on a rolling basis. Albertus Magnus College will strive to meet late applicants' accommodation needs, including any needs that develop during the semester; however, fewer reasonable accommodation options may be available at later points in the year. Students must request housing accommodations annually and the deadlines will be on our website.



Housing Contract

2019-2020 Academic Year

Last Name: _____ First Name: _____

Falcon ID #: _____ Date of Birth: _____ Class of: _____

Permanent Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Residence Hall: _____ Room #: _____

This Housing Contract is an agreement between the Student and Albertus Magnus College (hereafter referred to as the College). This agreement is binding for the entirety of the 2019-2020 academic year, including the Fall 2019 and Spring 2020 semesters. The Student is responsible for reading this Contract in its entirety prior to affixing their signature.

Room & Board Refund Scale:

100%	Before the end of the second (2 nd) week of classes
75%	Before the end of the fourth (4 th) week of classes
50%	Before the end of the sixth (6 th) week of classes
25%	Before the end of the eighth (8 th) week of classes
0%	After the end of the eighth (8 th) week of classes

Residence Hall Terms and Conditions

The student does hereby agree:

1. Length of Contract

Initial _____

This contract shall be in effect for the entirety of the 2019-2020 academic year, excluding the vacation period between the Fall 2019 and Spring 2020 semesters, during which the residence halls will be closed. The College reserves the right to implement other break closures with advance notice provided to the Student. The Student will move into housing for Fall 2019 on the date(s) determined by the College. Following the end of the Fall 2019 exam period, the Student will vacate the residence halls within 24 hours after their last exam until the date of return for the Spring 2020 semester as determined by the College. Following the end of the Spring 2020 exam period, the Student will vacate the residence halls completely, including the removal of all belongings. Failure to follow these procedures may result

in conduct sanctions and/or monetary fines imposed upon the Student.

2. Eligibility

Initial _____

The Student must be a full-time, matriculated student, defined by the College as having registered for a minimum of 12 credits per semester. If the Student drops below 12 credits during a term, the College will request that the Student vacate their living space and the Room and Board Refund Scale will be utilized. The Student must be at least 17 years of age at the time of residency, except in cases where an exception is granted by an official of the College.

3. Assignment of Housing

Initial _____

The College does not guarantee specific residence halls, rooms, or roommates, and reserves the right to assign or reassign the Student to a different room or hall in the best interest of the Student and/or the residential community.

or to make the most effective and efficient use of available accommodations. The College reserves the right to assign a student to an available space in any residence hall at any time. In the event the Student requests a different assignment, the College reserves the right to approve or deny the request based on availability and/or the situation.

4. Meal Plans Initial _____

The Student is required to have and pay for a resident student meal plan. If the Student is a first-year student, the Student is required to have the plan with the highest number of meal swipes. If the Student is an upper-class student, the Student may select their meal plan, but can only change it prior to the first day of classes.

5. Restricted Items Initial _____

Any items that violate the Code of Student Conduct or are otherwise prohibited will be confiscated and the Student may face conduct sanctions. The Student agrees to read and be familiar with all restricted items listed in the Student Handbook. Some examples are:

- microwaves (except when part of MicroFridge rental)
- traditional coffee pots (Keurig/single-use are permitted)
- any other appliance that features a hot plate or exposed heating element
- air conditioners
- cinder blocks or bed lofting devices
- candles
- halogen lamps, lava lamps, 5-headed lamps
- sofas, futons, outside beds of any kind

6. Payment Initial _____

The Student agrees to make payment to the College for the housing accommodations agreed upon in this Contract. Payment for each semester must be received in the Business Office by the date(s) determined by the College. The Student will not be granted access to the residence halls (neither room key nor ID card access) until the payment is received, except in cases where an exception is granted by an official of the College. The Student also agrees to pay a \$50 deposit prior to registration for housing, which may be used for repairs to the Student's room in situations in which the Student has been found responsible for damages by the College.

7. Termination of Contract Initial _____

The College reserves the right to terminate this Contract at any time in the event that the Student seriously or repeatedly violates the Code of Student Conduct. In the event of conduct-based terminations of this Contract, the College reserves the right to remove the Student from housing immediately and without advance notice, according to the severity of the situation. The Student is

not eligible for refund of housing charges if they are removed from housing due to conduct violations.

8. Release from Contract Initial _____

If the Student wishes to be released from this Contract, the Student must submit the Housing Contract Release Request Form. This form is made available through the Office of Residential Life (ORL) and should be returned to the ORL upon completion by the Student. The Student is responsible for providing relevant documentation that demonstrates their need for release from this Contract. The College reserves the right to approve or deny the request based on an evaluation of the submitted form and supplemental documentation detailing the reasons for the Student's request. The College only approves release from this Contract in cases of serious documented medical conditions, religious concerns, unforeseen financial hardships, and transfer/withdrawal from the College.

9. Refund of Housing Charges Initial _____

If the Student requests and is approved for release from this Contract, the Student is then eligible for a refund of housing charges, as outlined in the Refund Scale on page 1 of this Contract. The rate of refund shown on the Scale corresponds to the timing of the Student's release from the Contract and represents the percentage of paid charges that will be returned to the Student. The percentage decreases throughout the first eight (8) weeks of the semester, with no refund issued after the end of the eighth (8th) week. The refund applies only to the semester in which the Student requests release from this Contract and does not apply to charges for past semesters. In the event that this Contract is terminated by the College as a result of the Student's violation of the Code of Student Conduct, the housing charges for the semester in question are non-refundable and the Refund Scale does not apply.

10. Additional Charges/Billing Initial _____

The College reserves the right to implement additional charges to the Student in cases where the Student either fails to follow residence hall procedures and/or is found responsible for damages in the residence halls. Prior to the Student's occupancy of a residence hall room, the room is inventoried by Office of Residential Life staff to create a report of the initial condition of the room and all furniture therein. The Student is provided the opportunity to review the Room Condition Report (RCR) and sign it, thereby agreeing to the condition of the room at the time of move-in. At the end of the student's occupancy of the room, an ORL staff member inventories the room again to update the RCR with condition of the room and furniture at the time of move-out. The Student is again provided the opportunity to review and sign the RCR. If the Student chooses not to sign the RCR, the Student is unable to appeal any charges. Any changes of condition in the Student's room at the time of move-out will be further

assessed by members of the ORL and Facilities Services staffs. If the Student is found responsible for damages in their room, the College reserves the right to bill the Student for the cost of repair. The College utilizes a standardized set of charges for most cases of damage billing. Additionally, billing for damage to residence hall common areas will be disbursed evenly to all members of one or more areas within the residence hall, in the event that the College is unable to determine the individuals responsible. In addition to damage charges, the College reserves the right to implement additional charges in the event that the Student fails to follow proper move-out procedures as defined by the College. Examples include but are not limited to failure to vacate the residence halls by the scheduled date/time, failure to remove personal belongings from the room at time of move-out, and failure to sufficiently clean the room prior to move-out. The College utilizes a standardized set of charges for improper move-out billing.

11. Non-Liability Statement Initial _____

The College is not liable for any damage to, destruction of, or loss of any property belonging to or in the possession of the Student from any cause whatsoever. This includes but is not limited to fire, theft, leaks, vandalism, confiscation, mechanical failure, or acts of nature.

12. Room Inspections/Entry Initial _____

While the College recognizes the Student's rights to privacy, the College maintains the right for its personnel to enter residence hall rooms: (a) for routine and immediate maintenance and health & safety inspections; (b) in the event of emergencies or when there is reasonable evidence of imminent danger to life, safety, health, or property; (c) when a condition is observed that is prohibited by this Contract or the Code of Student Conduct; and/or (d) when it is reasonably believed that a student is using their assigned room in a manner contrary to the provisions of this Contract or the Code of Student Conduct. When there is reasonable cause to believe that any of the above conditions exist, the College personnel will knock and announce themselves. If there is no response, the College personnel will announce that they are entering the room. Any items found during entry that violate the Code of Student Conduct or are otherwise prohibited will be confiscated and the Student may face conduct sanctions.

13. Room Keys and ID Card Access Initial _____

Upon moving in to their assigned residence hall, the Student will receive access to the residence hall via their Falcon ID Card. Additionally, the Student will receive a key that grants them access to their specific room within the hall. At the end of the student's occupancy of their room, or upon the end/release/termination of this Contract, the student must return their key to the Office of

Residential Life. The Student is the only person designated to use, or be in possession of, their room key and Falcon ID Card. In the event that the Student is found to have allowed another person (whether a fellow student or otherwise) to use their room key or Falcon ID Card, the Student may face conduct sanctions as outlined in the Code of Student Conduct. If the Student breaks their room key, the Student will be charged for the cost of the key only if it is determined that the Student intentionally or neglectfully contributed to the breaking of the key. If the Student loses their room key or fails to return it at the end of the academic year, the Student will be charged for the cost of replacing the key as well as the cost of changing the lock. The Student is responsible for informing the ORL within 24 hours of losing or misplacing their room key. The Student may not have the key duplicated in any form. If the Student loses or breaks their Falcon ID Card, the Student is responsible for obtaining a new card (\$10, cash only) in the Mailroom.

14. Sales, Solicitation, and Subletting Initial _____

The Student may not sell or solicit any services or products door to door within the residence halls, nor use their room or building for commercial purposes. Additionally, the Student agrees to not assign or sublet their housing assignment in any capacity to any other persons. Subletting includes short-term or temporary rental arrangements including but not limited to those offered through peer-to-peer services such as Airbnb, Craigslist, or Couchsurfing. Subletting may result in disciplinary action and/or termination of this Contract by the College.

15. Immunizations Initial _____

In accordance with Connecticut State Law and College policy, the Student is required to submit proof of vaccination against measles, mumps, rubella, and varicella. Additionally, the Student must submit proof of vaccination against meningitis. These records are required upon entry to the College and are kept on file in the Health Clinic. The College reserves the right to prohibit the Student from entering or moving into the residence halls in the event that the Student has not submitted all required proof of vaccination.

16. Guests Initial _____

The Student is responsible for all guests they bring into the residence halls. The Student understands that allowing someone who does not have access into a residence hall is a policy violation. All guests must comply with the rules and regulations of the College as defined in the Code of Student Conduct. For example but not limited to

- No overnight guest may spend longer than two (2) consecutive nights on campus per week
- A resident may have no more than 2 guests at any given time

- Guests must be 16 years of age or older
- If you do not live in a single room, you must get written permission for an overnight guest from your roommate(s). A roommate has the right to decline permission.

17. College Policies Initial _____

The Student agrees that they are required to read and adhere to all College policies, as defined in the Code of Student Conduct within the Student Handbook. The Student understands that any violation of these policies may result in disciplinary action and conduct sanctions. The College reserves the right to handle all conduct matters as laid out in the Code of Student Conduct and to make decisions about conduct sanctioning outcomes, including removal of the Student from housing and termination of this Contract.

STUDENTS AGE 18 AND OVER:

I do hereby acknowledge that I have read the "Residence Hall Terms and Conditions" as defined in this Contract. Furthermore, I do hereby agree to be legally bound to the "Residence Hall Terms and Conditions" as defined in this Contract. I also understand that failure to initial any aspect of this Contract does not waive the corresponding expectation and that my initials only serve as a secondary acknowledgement to my signature.

Student Signature: _____ Date: _____

STUDENTS UNDER 18 YEARS OF AGE:

The undersigned parent/guardian of the named student does hereby guarantee that the student will fully perform and abide by the "Residence Hall Terms and Conditions" as defined in this Contract and hereby indemnifies and agrees to hold harmless Albertus Magnus College against any loss, claims, obligations, liabilities, costs, expenses, and reasonable attorney's fees arising from the student's failure to perform or abide by such agreement.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Meal Plan Selection (circle one)

Blue White Silver

Rooftop and Fire Escape Room Contract

Certain rooms on campus have designated fire escape stairwells and access to rooftop spaces. At no time will a student place any belongings on the roof, access the roof etc. The students who reside in a room with a fire escape must not use the escape for any situation other than a fire emergency. Additionally, when a fire alarm goes off, the doors to these rooms remain open in case the fire escape is needed.

.All residents assigned to rooms with rooftop access must adhere to the following guidelines:

- a. No resident is permitted to put personal items or trash on the roof for any reason
- b. No resident or their guest is allowed to be on the roof
- c. All rooftop access rooms are equipped with stop locks for the window(s). It is strongly suggested these locks be used to secure the window(s).

Any violation of the above restrictions may result in fines, suspension or expulsion from the residence hall.

Meningitis Vaccination

Per the State of Connecticut, all residents must show proof the meningitis vaccination administered within five years of the date of entry (August 1 for the fall semester, January 1 for the spring semester). No resident will be permitted to reside in the residence halls without submitting appropriate medical forms and proof of vaccinations to the Office of Student Life.

ROOM CHANGE PROCEDURES

Students desiring a room change must submit a Room Change Request form, which will be provided by Residential Life. The RHD will determine if a room change will occur and coordinate with those individual students. Room changes are subject to available spaces in the residence halls. After the below room change periods, room changes may only occur for emergency reasons to be determined by the RHD or Director.

First Semester Room Changes

- No room changes will occur for the first two weeks of the semester beginning with the first day of classes.
- Voluntary room changes may occur ONLY during a two week period immediately following the two week wait.

Second Semester Room Changes

- Voluntary room changes may occur ONLY during the first two weeks of the semester.

Students who have been granted a room change must complete a "Check Out" for their current room and a "Check In" for their new room. The original room condition report form is not transferable to the new room. Residents will be charged for any damages to their individual rooms (**See Housing Damages for more information**).

Check-Out

1. Residents must complete the RCR form with a Residential Life Staff member present prior to turning in his/her room keys. Failure to do so will result in fines and forfeiture of any right to appeal any and all damage charges assessed to the room.
2. Residents are responsible for removing all personal belongings from the room. The room must be swept and all trash must be removed from the room prior to meeting with a Residential Life Staff member.
3. Keys must be turned in to a member of the Residential Life Staff.

***If students move out of their room without following the above "Check Out" procedure they will waive the right to appeal any and all residence hall damage charges assessed to the room. Students failing to return keys upon "Check Out" will be assessed the fee for a lock change. (approximately \$250.00).**

All belongings left behind in the residence halls will be removed at personal expense. It is the resident's responsibility to remove all personal belongings. The College is not responsible for any item left behind in the residence halls.

NOTE: Room Changes deemed necessary by the Director of Residential Life or designee may occur at any time during the academic year.

HOUSING SELECTION

Each spring, current students will participate in the Housing Selection process. Housing Selection typically occurs each spring semester in April. New students and transfers are notified of room and roommate assignments in August by Residential Life. Upper-class students select their room and roommates by participating in the annual Room Selection each spring. First year students fill out a housing application and are matched with roommates, and can list specific roommate preferences.

All resident students must be registered for a minimum of 12 credits per semester to reside in campus housing. No resident with less than 12 credits will be permitted to reside on campus unless approved by the Vice President for Student Services and his/her designee.

Housing Selection General Policy

Each year, the Office of Residential Life will email the instructions and requirements for Housing Selection for all students to review. *The Office of Residential Life reserves the right to edit, alter, adjust or eliminate any policy as it relates to Housing Selection annually.*

Eligibility

Any Albertus Magnus College fulltime, matriculated student enrolled in an undergraduate-day degree program may participate in Housing Selection. A fulltime student is defined as a student who is enrolled in twelve or more credit hours per semester and holds fulltime status with the College's Registrar. Students who are not registered for the minimum number of credits will not be permitted to select a room. Students cannot have any past due sanctions through the community standards process, and must not have any holds or balances remaining on their account. Students must also submit a \$50 housing deposit to the Business Office. All eligibility requirements must be met by the posted deadlines, which are prior to housing selection.

Process

The Office of Residential Life will make available an online registration form in which all students who wish to reside on-campus for the following year to complete. Students who do not register by the deadline, or complete other eligibility requirements as stated above by the deadline, will need to wait to choose housing until after all registered participants have had a chance to choose first and are not guaranteed housing.

Selection numbers are determined by the number of credits earned through the end of the previous fall semester. Spring semester enrollment does not count towards calculating the selection numbers. Students who believe they are placed in the wrong group must notify the RHD of the potential error they will then confirm the credits with the Registrar's Office. Selection numbers are assigned randomly and regardless of how many credits you hold in your respective group (e.g.: a student with 54 credits may be assigned Selection Number 1 and a student with 75 credits may be assigned Selection Number 12). Students cannot alter, change, or switch Selection Numbers at any time.

Please note: credit breakdown and the selection structure is subject to change annually and students will be notified of the group structure at the time of announcement

Room Selection

Residential Life will communicate the selection process to all registered students. Students may only choose rooms designated by the Office of Residential Life as eligible for selection. Floor plans will be released prior to the selection evening for students to review and determine where they would like to reside for the following year. Students should come prepared with multiple back-up selections.

Students must choose a room in accordance with the occupancy type of each room. No students shall be able to select a double, triple or quadruple occupancy during selection if they do not have roommate(s) to meet the occupancy requirement. Doubles, triples and quads require full capacity for selection. Students who wish to reside in a single room must choose a single occupancy room. Students who do not have a roommate will have a roommate assigned to them during the process.

It is not possible for every student wanting a single, or a Mansion-style room to get their first choice. The Office of Residential Life does their best in designating a multitude of various room options within each of the residence halls. Students are expected to select a room regardless of preference to ensure a spot in housing for the following year. Once a room is selected, the student cannot alter or change their housing assignment until a time determined by the Office of Residential Life. Students who do not participate in the initial selection process will be randomly assigned housing during the new student housing placement process, if and only if there is still availability.

REASSIGNMENTS

The Office of Residential Life reserves the right to assign any available spot in any room to a student at any time for any reason. Students currently residing in the selected room will be notified in advance of the roommate assignment if possible; sometimes a student may be assigned a space the same day they are moving in.

Occupancy Levels

When or if a room falls below the required occupancy level, a resident may be reassigned as deemed necessary by the Director of Residential Life or his/her designee(s). Students will be notified *via* email should such a change occur.

CHANGE IN HOUSING STATUS

The housing contract is for a full academic year and students cannot change their status to a commuter unless they are approved to be released from their contracts. Please read the above contract to read these specific terms. If released, the contract includes a refund schedule.

Students are encouraged to contact the Financial Aid and Business Office prior to making the change to determine if any financial obligations will occur once the change is complete.

Students removed from housing for disciplinary reasons will have their status automatically updated by the Office of the Residential Life. There are no refunds for conduct removals from campus housing.

ROOM SECURITY

Campus security authorities across the nation unanimously agree that the primary problems in college residence halls center on personal safety and theft. These problems call for a high degree of awareness and the use of common sense. The following is recommended:

1. Lock your door upon leaving the room. This is the single most effective thing you can do to avoid theft.
2. Do not leave notes on your door indicating your absence from the room.
3. Salesmen or solicitors are not allowed in the residence halls. Questionable individuals should be reported to Security immediately.
4. Never leave money or valuables in your room. Large amounts of cash should be transferred into bank accounts. Credit cards should be guarded carefully.
5. Access doors to Residence Halls should be closed and locked at all times.
6. Do not hold the front door open for individuals you do not know.

Albertus Magnus College is not responsible for any items lost or stolen in the residence halls.

Personal Valuables

The College is not responsible for the damage, loss or theft of personal property of the students and/or their guest(s). In case of loss, damage or theft, the student is encouraged to report the situation to Campus Security.

ROOM INSPECTIONS

Health and Safety inspections of the residence hall rooms are conducted by Residential Life staff to see that all government and college regulations are observed. These inspections happen minimally twice throughout the semester. The inspection period is announced 5-7 days in advance. Any violation of College policies etc. can result in disciplinary action through the student code of conduct, as well as confiscation of prohibited items.

Staff members who are authorized by the Vice President for Student Services and/or the Facilities Supervisor may enter a student's room at any time for health or safety-related problems, to investigate incidents involving possible violations of Albertus Magnus College policies, and to make routine maintenance repairs and safety checks during vacation periods or as requested by the student.

RECESS/BREAKS

The residence halls are open during the Thanksgiving break and Spring break when classes are not in session. The halls will close for winter break. If you are an international or out-of-state student with housing concerns over winter break, please reach out to the RHD. At the end of the semester, all students must leave the Residence Halls no later than 5:00 p.m. on the day of the student's last exam. (Time subject to change; deadline will be posted on campus in advance.) Students in violation of the above policy will be fined \$100.00 for each hour they are over the deadline. All residents must check out appropriately for every recess or break when the college is scheduled to be closed.

PROHIBITED ITEMS

Candles and Incense

In our continual efforts to promote a safe and secure environment on the Albertus Magnus College's campus, candles and incense are not allowed in any residence hall. The use and possession of such materials can pose a fire hazard and threaten the lives of all residents. If candles or incense are used for religious practices, please contact the Director of Residential Life.

Common Area Furniture

Common Areas/Lounges are in each residence hall for studying, meetings, and campus events. Common areas have been outfitted with furniture for the use of all students. Removal of this furniture by students for personal use will be considered stealing and will be grounds for disciplinary action. Substantial fines will be levied for each piece of furniture removed.

Decorations

All decorations must be attached to the walls by masking tape or poster putty. The use of all scotch tape, double sided tape, glow in the dark stars/solar systems, glue backed decorations, and all nails/screws on the walls, doors, or ceiling is prohibited. Using the face of your door as a "memo" board is prohibited – this can result in large fines and fees to repair and/or replace the door.

Students will be charged if any damage occurs due to room decorations.

By orders of the Fire Marshal of the City of New Haven, the following regulations must be observed. Decorations and ornaments (streamers, etc.) must all:

1. Be fire-rated.
2. Christmas Trees (both live and artificial) as well as Christmas lights are prohibited in the residence halls
3. Halogen lights, neon lights/signage and lava lamps are prohibited.
4. Wall decorations may not cover more than 50% of wall space.
5. Tapestries, flags, etc. may not be hung from the ceilings.
6. Curtains are permitted and should not hang lower than the base of the window (54 inches in length); no curtain rods are provided.
7. Floor-length curtains are not permitted.

Christmas Lights

Students may have "Christmas" lights in their residence hall rooms. All Christmas lights must be UL approved. There may be no more than 2 strands of Christmas lights per room and they may not be plugged into any extension cords. Students must not use nails, duct tape, or anything that will damage the walls when hanging the lights. Lights may not be hung on smoke detectors, water pipes, or fire sprinkler pipes. Lights are expected to be turned off when the room is not occupied. Students are reminded that live and artificial Christmas trees are prohibited in the residence halls. Violations of the Christmas Light policy can result in confiscation, or additional sanctions as determined by the Office of Residential Life.

Electrical Appliances & Equipment

Appliances and equipment for the preparation and storage of food are permitted only in the kitchen area of each residence hall, or within the kitchen area of apartments within 490 Prospect Street. Students may rent microfridges from mymicrofridge.com for all of our halls, and students in Dominican may bring a personal fridge (with no microwave) if it is 4.9 cubic feet or smaller.

The following appliances are prohibited in the residence halls*: coffee pots/makers (Keurig-style coffee makers are permitted), broilers, electric frying pans, George Forman grills and similar items, heating coils, hot plates/hot pots and immersion coils, space heaters, and toasters, toaster ovens, griddles, A/C units, and similar items.

*The only exception is that apartment residents in 490 Prospect Street may have toasters/toaster ovens, coffee makers, A/C units, and microwave ovens. Apartments are equipped with kitchens, and all cooking appliances must be confined to the kitchen. All other kitchen appliances must be pre-approved by the RHD or Director.

Water coolers, electric blankets, power towels and multi-outlet adapters are also not permitted in the halls. All power/extension cords must be U.L. approved with a surge protector and internal circuit breaker. Personal wireless routers are also prohibited.

Extension cords and surge protectors are permitted provided that they are UL approved and have an internal circuit breaker. A maximum of one extension cord or one surge protector may be used per duplex outlet.

Outlets must not be overloaded with multiple cords, protectors, adapters, etc. Overloading outlets is a serious safety concern and is prohibited. Residents are asked to evenly distribute electrical use between all available outlets. Students can be held responsible for any electrical shortages or circuit damage caused by overloading outlets.

Devices such as hover boards and scooters are also prohibited.

Non-College Furniture

Students are encouraged to make their rooms as comfortable as possible to promote social and academic interactions. Each room is provided with a combination of a bed, dresser, desk, chair, and closet space or a wardrobe. Bed lofting devices are prohibited.

For additional storage space, students may bring plastic containers/drawers into their rooms.

Futon couches are permitted. In compliance with fire code, resident should be aware of the following when bringing a futon into the residence hall:

- Futons may be no longer than 65 inches and they must be flame retardant and in compliance with fire regulations
- Only one futon per room is allowed
- The futon must not block the door to the room or in any manner that would impede egress
- The futon must arrive to campus in the box in which it was purchased. Futons that arrive already assembled and not in the corresponding box will be denied entry into the residence halls

It is the responsibility of the student to remove the futon from the room upon moving-out. Additional non-college

owned furniture is not allowed in student rooms.

SMOKE DETECTORS/SPRINKLERS

Smoke detectors and fire sprinklers are in each room for the students' safety. Do not hang items from them. Tampering with a detector or sprinkler is a federal offense and will result in disciplinary action and a damage charge. All fire alarms are hardwired and if one smoke detector is activated it will set off the entire building. Students who discharge a sprinkler may be held responsible for all replacement and damage costs.

FIRE

Fires in residence halls at other institutions have proven to be disastrous. A large number of those fires have been caused by human actions, such as misusing electrical appliances or using paper decorations. Many people have died because they panicked in response to a fire and opened the door to a smoke filled hallway; jumped from a window instead of waiting rescue; ran, rather than rolled on the ground when their clothing caught fire. Although the fire may not be widespread, it is well to remember that 95 percent of all deaths connected with fires are caused by smoke inhalation.

Fireplace Boards and Screens

Screens and fireplace boards may not be removed. They are for your protection and safety. If removed, the screens and boards will be replaced by College personnel and the charges will be added to the student's account.

Fire Drills

Fire drills shall be held as often as the College deems necessary. Each fire alarm must be treated as a real fire. The building must be evacuated quickly and completely. Sanctions will be levied against students who do not comply with Fire Drill Procedures.

Fire Escape

Fire escape access is strictly prohibited in non-emergency situations. Any resident who occupies a room with access to a fire escape must sign a Fire Escape Contract.

Fire Extinguishers

Each building is equipped with fire extinguishers. Students should only use an extinguisher in the event of an actual fire. Students found tampering with Fire extinguishers in a non-emergency situation will be sanctioned a \$100.00 fine and face other disciplinary sanctions.

Evacuation Procedure

In the event of an alarm or a fire:

1. Leave and close your residence room door behind you
2. Evacuate the building immediately by utilizing the nearest accessible stairwell or exit. DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail leaving you trapped.
3. Report to your designated assembly area outside of each building:

- Dominican Hall- In front of the Athletic Center
- McAuliffe Hall- Across the track on the Athletic field
- Siena Hall – Sansbury Hall Parking Lot
- Sansbury Hall- Siena Hall Parking Lot
- Nilan Hall- On the opposite side of East Rock Road
- 490 Prospect Street: In front of the complex on Prospect Street
- All Academic buildings- a minimum of 100 feet away from each building

Fire Evacuation & Disabilities

If you have a documented physical disability and cannot use the stairs to exit the building during a fire alarm, the student should exit the room and wait in the stairwell landing of their floor. Fire Department personnel will be notified and a member of the Fire Department will assist in evacuating you. Please let the RHD know if this applies to you.

GUEST POLICIES

Guests are defined as:

1. A guest in a residence hall (common area or room) is any person who does not reside in that residence hall.
2. A resident may have no more than 2 guests at any given time.
3. All guests are subject to residence hall rules, regulations and policies and are required to comply with all directives of Residential Life Staff and College Administration.
4. The host is responsible for the behavior of his/her guest(s) and must accompany guest(s) at all times.
5. It is understood that a guest may not move into a residence hall room with the purpose of living there.
6. Overnight guests are accorded a full house/floor privilege which means the use of all areas within a residence hall when escorted by the host student. However, it is expected the guest of the opposite

gender will use appropriately designated bathroom facilities. In single gender buildings, minimal lavatory facilities are available for members of the opposite gender.

7. *Guests must be 16 years of age or older.*

8. Family Members – considered guests and must be signed in and escorted at all times.

9. All guests should have a photo ID on them. Guests are expected to present their photo ID card to any residential life staff member or College official when asked.

Overnight Guests

No overnight guest may spend longer than **two (2) consecutive nights** on campus per week (seven days). The host student may request in writing permission to have a guest longer than two (2) consecutive nights from the RHD in extenuating circumstances. This request must be filed at least 48 hours in advance **A request does not automatically mean permission will be granted.**

Guests who are staying with one resident for two (2) consecutive nights are NOT allowed to then stay again with the same and/or a different host within the week. Violations of this policy can result in the guest being banned from campus and the loss of guest privileges for the resident.

Host Responsibilities

Each host is responsible for any violation of residence hall and/or College regulations or policies by his/her guest(s), including when not in the residence halls. The host student is responsible for informing his/her guest(s) of the residence hall and College regulations and policies.

If you do not live in a single room, you must get permission for an overnight guest from your roommate(s). A roommate has the right to decline permission. It is the responsibility of the host student to get this permission. **No guest is allowed to occupy a room without the host present.**

At no time should College-issued keys (includes student ID) for residence halls be given to a guest for use. Roommates must respect the rights of each other when following the guest policy. Any disputes must be resolved between/among the roommates. If an agreement cannot be reached, then an agreement will be made with the assistance of a Resident Assistant or other Student Services Staff. Residents must grant written permission for the use of their bed(s) by a guest.

HOUSING DAMAGES

The residence hall is a home away from home. Its comfort, attractiveness and state of upkeep reflect upon those who reside within the College community. Acts of vandalism are strictly forbidden. The effort to keep costs as low as possible is severely hampered by deliberate damage done to the facility.

A housing deposit of \$50 is required of each student when applying for housing, each year. If a student has no balance on their account, the deposit will be returned to the resident student over the summer. Students who leave housing and change their status to “commuter” will not be refunded the deposit until withdrawal or graduation from the College.

Room Condition Report Forms

Students are not responsible for any pre-existing damages to the room as indicated on the Room Condition Report form, which is signed by each resident upon moving into his or her room. Any damages (i.e. broken furniture, holes in walls, broken blinds etc.) found in the room at the end of the semester/year will be billed to the residents of that room.

Any damages that are found in the room upon moving-in that were not indicated on the Room Condition Report must be submitted in writing to the RHD within five (5) days of assuming occupancy.

Students who move-into a room after the first five (5) days of the semester are given three (3) days to notify the RHD of any damages. If students do not submit a written record of these damages within the allotted time

frame, they will be responsible for the damage and billed accordingly.

Students are responsible for following check-out procedures and for signing a Room Condition Report form upon moving-out of the residence hall in May. Students who do not sign the form or go through the formal check-out process with a member of the residential life staff will forfeit their right to appeal any damage charges billed to the individual room.

Damage Classifications

Students are billed for three types of damages on a semester basis unless otherwise noted. General Damages: these damages are defined as any damage done to common areas of the residence hall including stairwells, common rooms, bathrooms on floors with no resident rooms, elevators, immediate grounds of the residence hall etc. These damages are billed to each student in that particular residence hall.

Individual Damages: these damages are defined as any damage done to the student's personal residence hall room including personal bathrooms (if applicable). Damages are billed to each room occupant unless the damage is done to specific furniture assigned to the resident per the Room Condition Report form. Individual Damages are only billed at the end of the academic term or when a student moves out of housing or changes room.

Floor Damages: these damages are defined as any damage done to a particular floor of the residence hall including the general bathrooms. These damages are billed to each resident of that particular floor.

Damage Billing Process

Residence hall damages will be assessed on a semester and annual basis by the Facilities Supervisor and Residential Life staff. The Office of Residential Life will determine damage classifications and charge accordingly. The Business Office will post the amount payable to each student account. Students will be emailed all damage charges.

If there is a clear and consistent report as to specific individuals who caused the damage, charges will be assigned; however, when it is unclear who caused the damage each resident of the room will be charged equally. If damage occurs in hallways, lounges, etc. of the residence hall and persons responsible for the damage choose not to identify themselves, the charge will be equally distributed between the residents of that residence hall or of that floor. Students are responsible for damage caused by their guest(s).

Students are required to leave their residence hall room in a condition that is comparable to the condition in which the student moved in upon vacating the residence hall for the year. Rooms that are left in disarray (i.e. trash not removed, dirty or stained floors, rooms that require excessive cleaning, etc.) will be charged an excessive cleanup charge of \$75.00.

Damage Charge Appeals

Any students who would like to appeal damage billing costs to the Director must follow the instructions in their email by the communicated deadline. If students did not check out properly, they forfeit their right to an appeal. The decision of the Director of Residential Life is final and binding.

Structural Changes and Moving of Furniture

Furniture in the rooms must not be changed, damaged, or redesigned in any way. All furniture that is provided by the College must remain in the assigned room. Students will be charged replacement cost for any furniture that is missing. College furniture in common areas, living rooms, kitchens, halls and basements is not to be moved under any circumstances. Sanctions will be assessed for an inappropriate amount of furniture at the time of room inspection.

Students may not bring furniture from home to supplement any College-provided furniture, especially mattresses.

BUILDING/FLOOR MEETINGS

Resident students are required to attend all building/floor meetings and will be responsible for material reviewed if that student failed to attend. Floor Meetings will be held on an as needed bases. Students who fail to attend building/floor meetings will be subject to disciplinary action. Students that are unable to attend must notify their RA in writing at least 24 hours in advance and make a plan to obtain the missed information.

KEYS & LOCKS

Keys for residence halls and rooms are distributed to students when they arrive at their residence halls. The assigned keys are for the individual assigned to those keys ONLY. Sharing, borrowing, or using another student's key or ID card will result in a sanction, up to removal from housing. Each student must sign the appropriate receipt when receiving keys. Should a key be lost or stolen, they must make a request for replacement with the Office of Residential Life and coordinate payment.

A student will be fined if one fails to return one's keys upon withdrawal, specified vacation periods, graduation, or at the end of the school year. Failure to do so will result in a \$250 fine. Price is subject to change without notification.

Lock Outs

If a resident student is locked out of their room they may contact Public Safety, or the RA on duty if it is during their on-call hours. Students with continuous lockouts may subject to disciplinary actions.

LAUNDRY ROOMS

Washers and Dryers are available in each of the residence halls. Students may report issues with any MACGRAY machine to 1-800-MACGRAY (622-4729) or notify your building R.A. or RHD.

Students are asked to make sure that they remove their laundry from the Laundry Room in a timely manner. Clothing left in the laundry will be discarded or donated to charity if left in the room for an extended period of time. Albertus Magnus College is not responsible for any items discarded or stolen from the laundry room.

MAINTENANCE

Any maintenance problem should be reported to the Resident Assistant or the Office of Residential Life. Resident Assistants are responsible for monitoring the needs of their facilities. Emergency facilities staff are available afterhours for emergencies, and they can be contacted through Public safety or Residential Life staff serving on-call.

Housekeeping

Cleaning staff service personnel are assigned to each building and are responsible for the cleaning of all common areas excluding the students' rooms. Students are responsible for the housekeeping of their own rooms; for the emptying of trash from their own rooms into the proper receptacles in trash rooms on a regular basis; washing glasses and dishes after each usage; and emptying cans, bottles, cartons etc. into proper receptacles in trash rooms. Excessively dirty common rooms and floors will be assessed a cleaning fee that will be billed out at the end of each semester.

Personal Bathrooms

Certain residence hall rooms have personal bathrooms in the room. Residents in these rooms are responsible for cleaning the facility and providing their own toilet paper, paper towels, etc.

NOISE/ LOUD MUSIC

Excessive noise or behavior that disturbs others, endangers personal safety, or violates the desired standard of quiet conducive to study or sleep is not permitted in the residence halls. The blasting of personal stereos is not allowed in any of the College's Residence Halls. The College reserves the right to determine if the size of a stereo system is appropriate for a community living space. Equipment that is considered to be "DJ" equipment or large floor speakers are not allowed in the College's residence halls. Failure to be respectful of your neighbors may result in the confiscation of stereo equipment and college conduct sanctions.

Quiet Hours

As an educational institution, the college expects the environment in the residence halls to be conducive to academic pursuits. The guidelines concerning QUIET HOURS on nights assure that study has priority. Those students who are inclined toward noisy recreation should go elsewhere. The same rationale underlies other rules pertaining to playing of loud stereos, noisy gatherings, and other acts that infringe on the privacy and rights of others.

Radio, television and stereos should be played only when room doors are closed and consideration for others should prevail. Noise from your room is not to enter the hallways, as the College expects the environment in the residence halls to be conducive to academic pursuits. The Resident Assistant, along with the residents, are expected to help monitor this environment.

All residence halls observe a 24 hour quiet zone during finals. 2019-2020

Hours:

Sunday-Thursday: 11pm-8am

Friday-Saturday: 12am-8am

Courtesy Hours

Throughout the day, there are 24/7 courtesy hours that are in effect in which volume must not disturb others and be kept a reasonable level; if not, students may be asked to lower their volume etc. and can be held accountable for failure to comply with staff directives.

Scope of Quiet and Courtesy Hours

Quiet Hours and Courtesy hours extend to the immediate area surrounding each residence hall including but not limited to: front entrances/stoops, walkways between buildings, the Dominican basketball court, and the Athletic Field.

Stereos

Placing stereo speakers in such a manner that allows sound to be carried out of windows or into halls demonstrates a serious disregard for members of the administration, faculty, staff and students. Such behavior violates the rights of others who wish to attend classes, study, sleep, or merely enjoy a quiet atmosphere. You have a right to enjoy your stereo, but not to impose your tastes and listening times on others. Please use headphones whenever possible. The College reserves the right to determine if the size of a stereo system is appropriate for a community living space. Subwoofers, amplifiers, bass equipment is prohibited in the residence halls.

PETS

Pets (with the exception of non-carnivorous fish kept in a maximum 10 gallon tank) are prohibited in all campus buildings (including residence halls) for health, safety and sanitation reasons.

STORING FOOD

The storing of food in residence hall rooms is not encouraged. All food stored must be in airtight containers to prevent insects and small animals from entering the residence hall. Any violation will result in a fine and disciplinary action. No bottles or food may be stored on windowsills or outside ledges.

WINDOW AREAS

Do not leave anything on window sills that could fall and injure anyone passing below. The projection of objects from residence windows leads to disciplinary action. Do not drill or nail anything into the window casement. Air conditioners are not permitted in the residence halls without an accommodation request. Any violations will result in a fine and disciplinary action.

Screens

Window screens are not to be removed from the windows at any time for any reason. Students who remove their screens will be fined. Lost or damaged screens will result in damage charges as outlined in this Handbook.

ALBERTUS MAGNUS COMMUNITY STANDARDS

PHILOSOPHY STATEMENT

The Albertus Magnus College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The Office of Community Standards is committed to an educational and developmental process that balances the interests of individual students with the interests of the College community.

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

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

The student conduct process at the College 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 our 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 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

(1) written notice and (2) an opportunity for a hearing before an objective decision-maker. No student will be found in violation of College 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.

CORE VALUES

- **Integrity:** Albertus Magnus College students exemplify honesty, honor, and a respect for the truth in all its dimensions.
- **Community:** Albertus Magnus College students build and enhance their community through the Dominican pillars of service, spirituality, study, and community.
- **Social Justice:** Albertus Magnus College 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 causes globally.
- **Respect:** Albertus Magnus College students exhibit positive regard for each other, for property and for the community at large.
- **Responsibility:** Albertus Magnus College students are given and accept a high level of responsibility to self, to others and to the community.

PUNISHABLE MISCONDUCT

Students are admitted to the College with the understanding that they will abide by the College's basic principles and rules of behavior. Violation of any policy or regulation promulgated by the College in a manual, handbook, bulletin, catalog, residential life contract, or other form, may result in appropriate penalties, including suspension or expulsion from the College. The student conduct process applies to the actions of individual students, both undergraduate and graduate, including all College-affiliated student organizations. For the purposes of student conduct, the College 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 College.

The College 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 College may invoke these procedures. Should the former student be found responsible, the College may revoke that student's degree.

The *Code of Student Conduct and Student Handbook* applies to behaviors that take place on campus, at College- sponsored events and may also apply off-campus when the Vice President of Student Affairs or designee determines that the off-campus conduct affects a substantial College interest.

A substantial College 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.
- 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.
- Any situation that is detrimental to the educational mission and/or interests of the College.

The *Code of Student 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 College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

Most online speech by students not involving College 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 College or its community members that causes a significant on-campus disruption.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of the College may seek resolution of violations of the *Code of Student Conduct* committed against them by members of College community.

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

Though anonymous complaints are permitted, doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Community Standards and/or to Public Safety.

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

Legal Violations

Alleged violations of federal, state and local laws may be investigated and addressed under the *Code of Student Conduct*. The College reserves the right to initiate conduct investigations regardless of the possibility of a criminal case. The Office of Community Standards may, at its discretion, delay conduct investigations in cases where a criminal case is pending.

Albertus Magnus College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint.

Interim suspensions are imposed until a hearing can be held. The suspended student may request a meeting with the Vice President of Student Services to show cause why the interim suspension should be lifted. This meeting may resolve the allegation or may determine that the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed or perceived. The College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the College 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.

Academic Misconduct: For rules and standards applicable to academic misconduct, see "Academics."

Non-Academic Misconduct:

Students and student organizations may be subject to the College Conduct System for any of the following acts of misconduct:

1. Any act of violence, or aiding, abetting, encouraging, or participating in behavior that threatens bodily harm, on College property or in the course of a College activity.
2. Violation of any College policy or Connecticut State law regarding alcoholic beverages, including underage drinking.
 - a. Intoxication in no way relieves an individual from full responsibility for the consequences of his/her actions.
 - b. A violation of college rules combined with violation of the alcohol policy may result in increased severity of disciplinary sanctions.
 - c. The parents of underage offenders will be notified of alcohol-related offenses and the sanctions imposed.
 - d. Alcohol and drug rules, including those that govern substance-free housing, apply to Albertus Magnus College students who visit from other halls, and all other guests, in the areas where the rules and policies apply.
 - e. "Drinking games" are forbidden in residence halls and other campus buildings regardless of the age of participants.
 - f. Any apparatus designed for the rapid consumption of alcohol (i.e. beer "bongs", funnels, "Beirut" tables, "Beer Pong" tables, ice luges, shot glasses etc.) are expressly forbidden, and will be subject to confiscation and disciplinary sanctions. Please note this is not an exhaustive list.
3. Bias-related misconduct, including abuse, harassment or oppression of any person or group based upon

race, color, sex, age, national or ethnic origin, religion, disability or sexual orientation.

Hazing – meaning any action that recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission or membership in a student organization. Prohibited actions include requiring indecent exposure of the body, requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact, confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas, any assault upon the person, or requiring the ingestion of any substance or any other physical activity that could adversely affect the health or safety of the individual.

Hazing is a crime in violation of Connecticut General Statute 53-23a as well as a violation of College policy.

4. Commission of any act on College premises or at a College-sponsored or supervised activity that is a violation of federal, state or local law, or conduct unbecoming a member of the Albertus Magnus College Community.

5. Complicity – meaning involvement with and responsibility for the misconduct of others. Students who are present during misconduct should intervene and stop the rule violation if it is safe and feasible to do so. If a student cannot do this, however, the student must LEAVE the area where the violation is taking place and contact College staff (an R.A., Security, AHD, or Residential Life). STUDENTS WHO DO NOT LEAVE THE AREA WHERE THE VIOLATION IS TAKING PLACE WILL BE CONSIDERED COMPLICIT IN THE VIOLATION AND THEREFORE SUBJECT TO PENALTIES FOR IT.

6. Any misuse of computer systems, including:

- a. Any unauthorized use of College computer facilities or computer system time.
- b. Any unauthorized attempt to modify College computer equipment or peripherals or to modify software components, such as operating systems, compilers, utility routines, etc.
- c. Any unauthorized use of another individual's identification or password, or use of an account, either College funded or externally funded, for a purpose other than for which funds have been authorized.
- d. Any unauthorized reading or use of private files, including the College's administrative or academic files, or unauthorized changing or deleting files of any other user.
- e. Any use of College computer facilities to violate property rights or copyrights.
- f. Any use of College computer facilities to send abusive, offensive or obscene messages.
- g. Any use of College computer facilities to interfere with the work of another student, faculty or staff member or College official, or in the commission or attempted commission of a crime.
- h. Any use of College computer facilities to knowingly introduce or attempt to introduce a computer virus or otherwise to interfere with normal operation of the College computing system.
- i. Any illegal downloading of files (music, video, software, etc.).
- j. Any posting or publication on social networking web sites, blogs or the like that violate College policies and regulations.

7. Damage or destruction or theft of College property or property belonging to others on the College campus.

- a. Failure to report accidental damage of College property or property belonging to others on the College campus.
- b. Possession of property stolen from the College or from others.

8. Possession, use or sale of drugs or drug paraphernalia.

- a. Possession, use, storage or sale of marijuana, LSD, barbiturates, inhalants, amphetamines, and/or other dangerous, illicit or illegal drugs not prescribed for a student's personal use by a

licensed physician.

b. Possession, use, storage or sale of drug paraphernalia.

9. Failure to respond to a reasonable request or order issued by a College official in the scope of his/her duties, or failure to produce student identification when requested by a College official or security personnel.
10. Falsely reporting a fire, bomb or other emergency through the use of telephone, pull stations, smoke detectors, e-mail or other means.
11. Any physical, spoken or written action taken with intent to harass, annoy or alarm another person, including physical contact and communications by telephone, telegraph, mail, facsimile, e-mail or computer network, in a manner likely to cause annoyance or alarm.
12. Any unauthorized entry into or presence in College classrooms, laboratories, offices, buildings, residence halls or other areas of College property.
13. Disrupting or interfering with teaching, classes, research or other educational services of the College, or any other College function.
14. Any theft, alteration, mutilation or concealment of library material.
15. Disrupting or interfering with others' enjoyment of the living environment of the College through excessive noise, general disorderliness, unreasonable disturbance, infringement on the rights of others, recklessness or any conduct that could be interpreted as lewd or indecent.
16. Occupying or obstructing access to any College building or any portion of College facilities, inciting or participating in unauthorized activities resulting in destruction or damage to property, hampering or preventing any College function, limiting freedom of anyone to go about in a lawful manner, or attempting to compel or prevent any activity related to the College.
17. Misappropriation or misuse of College property or services, or attempt to do so, by using such property or services in a manner inconsistent with their designated purpose.
18. Possession or use of a weapon or any other dangerous article or substance on College property with the potential to injure, threaten or alarm any person or cause damage to property or the community.
19. Providing false information to any College official in the scope of his/her duties, or to any College office or agency, or making a false statement in any College disciplinary proceeding.
20. Refusing to vacate a building, street, sidewalk, driveway, or other facility of the College when directed to do so by an authorized employee of the College having reason to order the areas to be vacated (for example, during a fire alarm, utilities problem, disturbance, security concern, etc.).
21. Rioting, or aiding abetting, conspiring, encouraging, or participating in a riot.
22. Fire Safety violations.
 - a. Unauthorized ignition of a fire in any College facility or anywhere on College property.
 - b. Tampering with, disturbing or rendering useless any form of fire safety equipment, including smoke detectors, fire alarm systems, hoses, fire extinguishers, sprinklers, exit signs and emergency

lighting.

- c. Creating a fire hazard or possessing hazardous materials in a College facility.
- d. Blocking fire exits or the path or egress from a College building.

23. Sexual harassment – meaning unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature.
24. Misconduct of visitors: A student host is responsible for ensuring that the student's guest complies with the College's rules and regulations. The student may be brought up on charges and disciplined based upon any misconduct by the guest.
25. Possession or use of firearms, ammunition, explosives or any dangerous weapon on College premises.
26. Misconduct committed off College property that relates to the safety, security or property of persons and/or of the College and/or the College community, the integrity of the educational process, the good name of the College, or the general welfare of the College.

¹ Albertus Magnus College expressly reserves the right, in the College's sole discretion, to act separately and independent of the College Conduct System in circumstances involving issues of safety to self or others, disabilities, and/or unlawful conduct, and in matters determined to be in conflict with the mission of the College.

ROLE OF VICE PRESIDENT FOR STUDENT SERVICES AND VICE PRESIDENT FOR ACADEMIC AFFAIRS IN CONDUCT SYSTEM

Imposition of Discipline

The Vice President for Student Services, the Vice President for Academic Affairs or their designated representatives may, in their discretion, determine and impose any appropriate disciplinary sanction under the College Conduct System upon students. These members of the Administration also take disciplinary action when a meeting of the College Conduct Board cannot be convened because of vacation periods, summer session, and final examination periods or for other reasons. When such discipline is imposed in the first instance by the Administration, the affected student may appeal such discipline to the College Conduct Board.

In some cases the accused student voluntarily accepts responsibility and waives the right to a hearing by the College Conduct Board. In such cases the Vice President for Student Services, the Vice President for Academic Affairs or their designated representatives determine and impose any appropriate disciplinary sanctions, from which there is no right of appeal.

In cases where the Vice President for Student Services, the Vice President for Academic Affairs or their designated representatives do not exercise discretion to determine and impose disciplinary sanctions in the first instance, the College Conduct Board meets, considers the case, and determines and imposes any appropriate disciplinary sanction under the College Conduct System.

Resolution of Complaints without Formal Discipline

The effectiveness of the Conduct System begins with individual members and a process that attempts to facilitate the settlement of conflicts at the lowest appropriate level of the Conduct System. When one member makes a complaint against another member, the complainant and the respondent each has a right to have the matter heard by the College Conduct Board. Before such a hearing, however, the Vice President for Student Services, the Vice President for Academic Affairs or their designated representatives will make themselves available to facilitate one or more meetings between the complainant and respondent to attempt to resolve the conflict between them. An effort is made to choose a resource person who is appropriate for the matter given the nature of the alleged offense.

In situations where a person fails to abide by implicit or express College policies, efforts should be made to resolve the offense by developing a satisfactory resolution between conflicting parties. Such resolutions should be reported to the Vice President for Academic Affairs in the case of academic offenses and to the Vice President for Student Services in the case of non-academic violations, with a copy to the offending party. In the case of academic offenses, the resolution must be approved and reported by a faculty member. In the case of non-academic offenses, the resolution must be approved and reported by relevant administrative and/or student services personnel. If the offending party has been involved in three academic violations during his/her term as a student at Albertus Magnus College, and none of them has been heard by the College Conduct Board, the resolution of the third offense shall be rendered void, and there must be a meeting between the offender and the College Conduct Board concerning it.

Appeals:

If the Student(s) is dissatisfied by the outcome of the appeal from the Vice President for Student Services or the Vice President for Academic Affairs and sanctions include at least a period of probation, they may respectfully request that College Conduct Board be convened. In cases appealed to the College Conduct Board from a decision or sanction determined by the Vice President for Student Services or the Vice President for Academic Affairs, the penalty may be affirmed, reduced, removed or increased. A written request for the appeal must be submitted to the Vice President for Student Services within five (5) College business days of when the decision that is being appealed was given. The Vice President for Student Services will convene the College Conduct Board on the students' behalf and notify the student(s).

COLLEGE CONDUCT PROCESS

The College Conduct System is thus arranged in ascending levels as follows:

Conduct Conference
College Conduct Board

REASONABLE ACCOMMODATIONS

Any student with a disability involved in the student conduct process has the right to request a reasonable accommodation in order to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to the Director of Community Standards. Accommodations are determined on an individual basis. Examples of reasonable accommodation include but are not limited to sign language interpretation, large print documents, extended time to review documents, or assistance transcribing questions during interviews or hearings.

CONDUCT CONFERENCE ADMINISTRATIVE MEETING

When the Office of Community Standards receives an incident report, a meeting request is sent to the student (s) involved in the incident in order to gather as much information and details regarding the alleged violations. Unless suspension or expulsion are determined to be possible sanctions if a student is found responsible, most cases will proceed through a conduct conference.

Notification of Charges and Conference Date

Once it is determined that student conduct proceedings will be initiated, all charges and date, time and location of the conduct conference will be issued to the student. All charge notices will be e-mailed to the student's College e-mail account. Students are responsible for checking their College e-mail account. Students will be given at least 48 hours from the time of notification of charges to time of scheduled conference. All meetings and hearings associated with any conduct matter will be scheduled to avoid conflict with a student's enrolled academic class schedule. This is the only reason that a meeting or hearing may be rescheduled. If a student chooses to ignore a written request for or not attend a meeting with the Director of Community Standards or designee, then the matter will be decided, including any assigned sanction(s), without benefit of input from the student. Such disposition shall be final and there shall be no subsequent proceedings, including no opportunity for appeal.

Administrative Meeting Procedures

Once a conduct meeting with all individuals involved occurs, a determination will be made if there were any violations of the College Code of Conduct. Should the student(s) be found responsible of violating the Code of Conduct, sanctions and fines commensurate with the violations will be levied. Students will then receive findings and sanctions of the administrative meeting within 5 business days.

During this meeting the student can expect the following:

- a. The opportunity to discuss and understand all charges and the conduct process;
- b. The opportunity to speak truthfully about the event(s) in question, cover details extensively, and discuss responsibility or lack thereof in the situation;
- c. The opportunity to have an advisor present (the advisor may not speak on the student's behalf, the role will be to provide consultation to the student);
- d. The conference will be focused on what responsibility a student has in the situation and how to correct future behavior;
- e. Discussion of appropriate sanctions if found responsible. This could include a full discussion of all sanctions or the possibility of sanctions to be determined later. If sanctions are to be determined later it will be by the Director of Community Standards or designee only using information in reports and during the conference;
- f. Students will have the ability to receive sanctions in person if they so choose. Otherwise all sanctions will be sent in the same fashion as charges, via College e-mail;

- g. If found not responsible the case will be considered dismissed.

Failure to Respond

The student(s) must respond to the request either in person, writing or by phone within 2 business days of receiving the request from the Office of Community Standards. If a student fails to meet for their administrative meeting a determination of responsibility will be made in their absence. By failing to respond to the Office of Student Life, the student(s) waives their right to appeal.

Administrative Hearing Appeals

Any party may request an appeal of the decision of the conduct process by filing a written request to the Director of Community Standards and submitted within 72 hours (three business days) of the time that the student conduct hearing decision is given to the student, barring exigent circumstances. The student submitting the appeal, must state in writing the grounds for appeal.

A student may request an appeal based on the following criteria:

- 1) A procedural or substantive error occurred that significantly impacted the outcome of the hearing.
- 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 College for this type of offense or the cumulative conduct record of the responding student.

Non –attendance by the accused student are not grounds for an appeal. Dissatisfaction with a decision is not grounds for appeal.

Appeals Process

The appeal hearing will be heard by the Vice President of Student Services. A decision made by the authority which hears the appeal is final. A request for an appeal does not guarantee a new hearing. The appeal officer determines that an appeal meeting should be granted, he or she may conduct a formal appeal hearing. Students who fail to attend their initial hearing forfeit the right to request an appeal. The appeal officer may decide:

- 1) To uphold the findings/sanction of the original conduct officer. In this case the initial decision is final.
- 2) Modify the finding(s) and/or sanction(s) decided by the conduct officer. The appeal decision is final. It is understood that the appeal officer can reduce, uphold or increase the original sanction(s).

Students must abide by all sanctions until the outcome of the appeal.

If the Student(s) is dissatisfied by the outcome of the appeal from the Vice President for Student Services or the Vice President for Academic Affairs, and sanctions include at least a period of probation, they may respectfully request that College Conduct Board be convened. In cases appealed to the College Conduct Board from a decision or sanction determined by the Vice President for Student Services or the Vice President for Academic Affairs, the penalty may be affirmed, reduced, removed or increased. A written request for the appeal must be submitted to the Vice President for Student Services within five (5) College business days of when the decision that is being appealed was given. The Vice President for Student Services will convene the College Conduct Board on the students' behalf and notify the student(s).

COLLEGE CONDUCT BOARD

The College Conduct Board shall be composed of two regular members of the administration appointed by the President of the College or by his/her designee, two faculty members appointed by the Chair of the Faculty Assembly, and two students appointed by the Student Government Association. There shall also be one administrator appointed as an alternate by the President of the College or designee, one faculty member appointed as an alternate by the Chair of the Faculty Assembly, and one student appointed as an alternate by the Student Government Association. The student Conduct Board appointee may not be elected to serve as Chair of the College Conduct Board.

Both regular and alternate appointments are ordinarily made in September. Administrative and student appointments are made for a one-year term. Faculty appointments are made for a two year term. Those appointed to the College Conduct Board should possess qualities of integrity, wisdom, judiciousness, equanimity and confidentiality.

Jurisdiction Original:

The College Conduct Board shall have original jurisdiction over violations of the regulations of the College, typically when suspension or expulsions are possible sanctions if a student is found responsible.

Appellate:

The College Conduct Board shall hear and decide appeals from decisions made and sanctions imposed by the Vice President for Student Services or the Vice President for Academic Affairs or their designees.

Procedures

Meetings:

The College Conduct Board will convene on an "as needed" basis. The Vice President for Student Services or his/her designee will serve as Chair for non-academic offenses. The Vice President for Academic Affairs or his/her designee will serve as Chair for academic offenses.

When the College Conduct Board is convened for an appeal on a decision or sanction made by the Vice President for Student Services or the Vice President for Academic Affairs, an ad hoc Chair shall be selected from the membership of the Conduct Board.

The Chair of the College Conduct Board is responsible for compiling the summaries of the meetings, transmitting reports to the Registrar's Office, and posting the decisions in the appropriate venues.

Hearings shall be conducted by a Review Board according to the following guidelines:

- a. Review Board hearings shall be conducted in private.
- b. In hearings when the College is the Complainant in response to a report by an alleged victim and that person is a student, the alleged victim will be seen as the Reporting Individual and has all the rights and privileges of the Complainant described herein.
- c. The Complainant, Respondent and their advisors, if any, shall be allowed to attend the entire portion of the Hearing at which information is received (excluding deliberations). The presence of any other person at the hearing shall be at the discretion of the Director of Community Standards.
- d. The Board Chair shall determine the order of events for the hearing. In addition, the Chair shall decide how questions between the Complainant and Respondent will be handled. The Chair, in his/her sole discretion, may allow questions to be posed directly or in writing and submitted to the Chair first. The

Chair may disallow or modify any question posed at the hearing. The Chair may also end questioning if he/she deems that the questioning has become repetitive, is not relevant to the matter before the Board, or is harassing in nature.

- e. In Review Board hearings involving more than one Respondent, the Director of Community Standards in his or her sole discretion, may permit the hearings concerning each Respondent to be conducted either separately or jointly.
- f. The Complainant and the Respondent have the right to be assisted by an advisor they choose at any point during the disciplinary process, including any meeting or hearing.
 - a. The Complainant and/or the Respondent is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate in any Review Board meeting, proceeding, or hearing. An advisor who does not adhere to these limitations will not be permitted to remain present in the meeting or hearing.
 - b. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not be allowed due to the scheduling conflicts of an advisor.
 - c. The Director of Community Standards shall be notified by the Complainant or the Respondent at least two (2) days prior to the hearing if either plan to have an advisor present for the hearing and if so, the identity of the advisor.
- g. The Complainant, the Respondent and the Director of Community Standards may arrange for witnesses to present pertinent information to the Review Board. The Complainant and/or Respondent are responsible for notifying the witnesses they choose to present at the Hearing, being mindful that only those with direct knowledge of the matter are permitted to be witnesses. The Complainant and Respondent shall notify the Director of Community Standards at least two (2) days prior to the hearing of any expected witnesses and their identity. Failure to inform the Director of Community Standards at least two days prior to the hearing of the name(s) of expected witness(es) shall result in the witness(es) not being permitted to attend the hearing.
 - a. The Board Chair will determine the order of witnesses during the hearing. Witnesses will be asked to provide only that information which is directly relevant to the matter before the Review Board. The witnesses will also be asked to answer any questions from the Complainant, the Respondent and/or the Board members. Any question of whether potential information will be received or if a specific question may be posed, shall be resolved by the Board Chair in consultation with the Director of Community Standards.
- h. Pertinent records, exhibits and written statements may be accepted as information for consideration by the Board at the discretion the Chair. Such documents and information must be provided to the Director of Community Standards at least two (2) days prior to the hearing.
- i. All procedural questions are subject to the final decision of the Board Chair in consultation with the Director of Community Standards.
- j. After the portion of the hearing concludes in which all pertinent information has been received, the Review Board and the Board Chair shall go into closed session for deliberation. The Board shall determine, by majority vote, whether the Respondent has violated each section of the *Code of Student Conduct* as alleged and assign appropriate sanction(s).

- k. The Board's determination shall be made on the basis of preponderance of the evidence - whether it is more likely than not that the Respondent violated a College rule or regulation. The Board's decision will be given to the Respondent in writing, normally within 10 (ten) days of the conclusion of the hearing.
- l. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Review proceedings
- m. There shall be a single verbatim record, such as a digital recording, of all hearings before a Review Board, except that deliberations shall not be recorded. The record shall be the property of the College.
- n. Either the respondent or the complainant may make a transcript of the recording. The requesting party shall hire an experienced and licensed court reporter at his/her own expense. The written transcript is first provided to the College to review for error. The College will then provide the transcript, with correction if needed, to the requesting party. It should also be noted that if the other party is a student, he/she will also have access to the transcript as part of his/her educational record.
- o. If a Respondent, with notice, does not appear before a Review Board hearing, the information in support of the charges shall be presented and considered even if the Respondent is not present. The Board will make a decision about responsibility for alleged violation(s) and sanction(s) based upon the information received.
- p. The Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Director of Community Standards to be appropriate. Such means may also be used in rare circumstances when the Complainant, Respondent, and/or other witnesses are unable to be physically present at the hearing.

[Filing of Complaint and Appeals](#)

Any member of the College community, or the College itself, may file a complaint with the College Conduct Board alleging a violation of a College rule, policy or regulation. Upon receiving a formal complaint, the Chair of the College Conduct Board will, within ten (10) College business days, notify the complainant and the respondent in writing. The Chair of the Conduct Board will be the Vice President for Student Services or his/her designee in cases pertaining to non-academic matters, the Vice President for Academic Affairs or his/her designee in cases pertaining to academic matters, or the President of the College in cases pertaining to the administrative staff and the faculty. The respondent must sign the accusation upon its presentation as acknowledgment of its receipt. Both the respondent and the Chair will retain a copy of the complaint.

Any member of the College community who is aggrieved by a disciplinary decision or sanction of the Vice President for Student Services or the Vice President for Academic Affairs may file an appeal with the College

Conduct Board by filing it with the College Registrar within five (5) College business days from when the decision or sanction appealed from was given. In the case of an appeal of a decision or sanction by the Vice President for Student Services or the Vice President for Academic Affairs, the ad hoc Chair will, within ten (10) College business days, notify the appellant and the administrator whose decision has been appealed, in writing. The administrator will sign the appeal upon its presentation as acknowledgment of its receipt. Both the administrator and the Chair will retain a copy of the appeal.

Complaints

The Chair of the College Conduct Board or his/her designee shall meet in private conference with the complainant and the respondent individually to review the background of the complaint and determine if the matter can be settled by administrative disposition without College Conduct Board procedures being initiated.

If the matter is to be handled by the College Conduct Board, the Chair should schedule a meeting as early as reasonably possible.

To insure confidentiality for all involved and to guarantee a fair and unbiased procedure, the matter should not be discussed by the parties or by the members of the Conduct Board outside the meeting. Both the complainant and the respondent may, however, consult with and address concerns to the Chair of the Conduct Board.

Once the matter is referred to the College Conduct Board, the Chair shall inform the complainant and the respondent of the meeting procedures. The Chair shall inform the parties of their right to be accompanied by a legal advisor or any member of the College community. The legal advisor or the member of the college community may consult with and advise the complainant or respondent, but shall not address the Conduct Board, raise objections or otherwise participate in the meeting.

College Conduct Board Meetings on Complaints

In order for a meeting to take place, all members of the College Conduct Board or their respective alternates must be present. In the event that the Chair of the Board is unable to attend a meeting, another member of the Board shall assume the duties of the Chair and the Chair's alternate will serve in the place of the substitute Chair.

- College Conduct Board meetings are closed to spectators.
- The Chair of the Board invites the complainant and the respondent respectively to present their information, with or without witnesses.
- Following the individual presentations, the College Conduct Board members may pose questions for clarification purposes.
- The Chair invites closing statements from both the complainant and the respondent.
- The College Conduct Board convenes for discussion without the presence of the complainant or the respondent.
- The Chair votes only in the event of a tie vote.
- Matters are decided by a majority vote.
- The College Conduct Board makes recommendations and sets sanctions.

Specific minutes of all meetings are to be filed by the Chair. Files shall be kept in the Registrar's Office. General summaries of the matters heard by the Conduct Board involving a student in non-academic matters are filed with the Vice President for Student Services, with the Vice President for Academic Affairs in cases involving faculty and/or academic matters, and with the President of the College in matters involving the faculty or administrative staff.

SANCTIONS

Sanctions may be imposed by an administrator or by the College Conduct Board upon students or student organizations found responsible for violating the College's policies and/or regulations. The sanctions listed below are the ones generally employed, but they serve only as guidelines and do not limit the administrator or

the Conduct Board from imposing other sanctions as they deem appropriate. When imposing sanctions, an administrator or the Conduct Board may take into consideration the presence or absence of prior violations of similar or different types. Repeat violations generally result in the imposition of harsher sanctions. Within the sound discretion of the administrator or the Conduct Board, sanctions may be imposed in any combination and in any order.

The administrator or the Conduct Board generally imposes these sanctions:

- a. *No action.*
- b. **Admonition:** An oral statement to the offender.
- c. **Warning:** Written notice to the offender that continuation or repetition of the conduct found to be in violation of College policies and/or regulations may be the cause for more severe disciplinary action.
- d. **Censure:** Written reprimand for violation of the specific policy and/or regulation and required maintenance of exemplary conduct for a specific period of time. Censure includes the possibility of more severe disciplinary sanctions in the event that the offending party is found responsible for the violation of ANY College policy and/or regulation within a period of time stated in the letter of reprimand.
- e. **Restitution:** Reimbursement for damages to property or for the misappropriation of property. Reimbursement may take the form of appropriate service, repair or financial compensation.
- f. **Monetary fine** or commutation of a monetary fine to performance of services: Amount of money assigned to be paid on account of the violation of the College policy and/or regulation. Fines may be commuted to services as determined by the administrator or the Conduct Board.
- g. **Probation:** May include exclusion from participation in specified activities of the College including athletics, as well as the requirement that the student maintain exemplary conduct for a specific period of time as set forth in the notice of probation. Probation is designed to serve as a serious warning that further violations of the College's policies and/or regulations will result in more serious sanctions. The length of probation will be determined by the administrator or by the Conduct Board. If, during a student's period of probation, no further violations occur, then the student is returned to good standing. Probation may contain no restrictions or it may contain one or more restrictions. Restrictions during probation may include but are not limited to the following:
 - i. That the student may not hold a student leadership position or office within a student organization.
 - ii. That the student may not participate in the intercollegiate sport program.
 - iii. That the student may not participate in certain activities as determined by the board or by the administrator.
 - iv. That the student may not use certain facilities and may be banned from being present in certain locations as determined by the board or by the administrator.
 - v. That the student lose priority in or be eliminated from the housing selection process.
- b. **Community/College Service Requirements:** For a student to complete a specific approved community or College service for the good of the community and relevant to the nature of the violation.
- c. **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.
- d. **Confiscation of Prohibited Property:** Items whose presence is in violation of College policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the Director of Community Standards or designee.
- e. **Educational Sanction:** An assigned appropriate sanction that will promote growth, learning and understanding. This includes but is not limited to a reflection paper, letter of apology, attend a program/meeting, plan a program, create a poster series, meeting with a specific staff/administrator etc.

- f. **Suspension:** Exclusion from living in the residence halls, attending classes and/or other activities of the College, including athletics, for a definite period of time as set forth in the notice of suspension. The notice will specify whether the suspension applies only to housing or also to other College resources and activities. Suspension from housing is defined as involuntary removal from housing for a specific period of time (usually not less than ten academic days). Expulsion from housing is an involuntary permanent

removal from housing. When suspended or expelled from College housing, a student will not receive any financial refund of room charges that were pre-paid to the College. Students suspended or expelled from College housing are also banned from all residential areas. A suspended student will be subject to arrest for trespass if he or she enters any part of a banned area without special, written authorization from the College.

- g. **Required Withdrawal:** Termination of student status with the privilege of applying for re-admission. Conditions for re-admission may be stated in the notice of required withdrawal.
- h. **Expulsion:** Permanent termination of residential and/or student status. Suspension and expulsion are the only disciplinary sanctions that become part of a student's permanent academic record. Whereas suspension from the College is an involuntary removal from the College for a specific period of time, after which the student is eligible to return with the approval of the Vice President for Student Services or the Vice President for Academic Affairs, expulsion (non-academic dismissal) is permanent involuntary separation of the student from the College.
- i. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Community Standards or designee.

Interim Suspension

The Vice President for Student Services and his/her designees can impose a temporary suspension from housing or from the College pending an administrative determination of discipline or a College Conduct Board hearing, including any appeal. The Vice President for Student Services will base this decision on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the College campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any person, College property or any College function. A decision to impose a temporary suspension from housing or from the College will be communicated to the student in writing and will become effective immediately. Notice will be hand-delivered or sent by e-mail. Failure or refusal to take receipt of such notice will not negate or postpone such action.

Other Actions

Other actions that an administrator or the Conduct Board may take with respect to students accused of violating the conduct code include, but are not limited to:

- a. Required assessment and counseling, such as for anger management, substance abuse, and similar issues.
- b. College Service.
- c. Limitation or Ineligibility for Housing Selection: In every instance the Vice President for Student Services has the right, within the Vice President's discretion, to limit or revoke any and all privileges regarding residency on campus or participation in Housing Selection.
- d. No Contact Orders. A "No Contact Order" is a directive that mandates the student is not to contact you in any way, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person's behalf. It warns the student that any contact could be considered a violation of the Code of Student Conduct and that the violation could be grounds for further action under the Code of Student Conduct.
- e. Privileges to use College resources may be suspended. For example, a student's privileges to use the computer area or computer system may be suspended, especially if the misconduct interfered with the proper functioning of the system, impinged on another user's rights, or involved an illegal act using any part of the College's computer systems and networks.

Contempt

Contempt (Sanctions): Students or organizations that do not fulfill the terms and conditions of sanctions imposed by administrative disposition or the Conduct Board may be found in contempt. An additional sanction, deemed appropriate by the Vice President for Student Services (or designee) or the Vice President for Academic Affairs (or designee) will be imposed. Students or organizations in contempt for this reason do not have a right to a further Conduct Board hearing. Thus such contempt sanctions cannot be appealed.

Contempt (Inappropriate Conduct): A person exhibiting contemptuous or disruptive behavior during a disciplinary meeting, either with a single administrator or with the Conduct Board, may be held in contempt, expelled from the meeting, or both. A contempt finding and the imposition of an appropriate penalty shall be made by the Chair of the College Conduct Board upon conferring with the members of the Conduct Board in private. During such conference the proceedings shall be recessed or suspended. In the discretion of the Chair, an individual who exhibited contemptuous behavior may be banned from the meeting when it resumes. The chair of the College Conduct Board at that hearing shall certify in writing the facts constituting the contempt action and the sanctions imposed. In the case of contemptuous conduct during an Administrative Disposition, the administrator will make the determination regarding the finding of contempt and the sanctions imposed.

Parental Notification

The College reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of 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 FERPA or consent of the student.

Failure to Complete Conduct Sanctions

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Community Standards or designee. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in a hold on the students account until the sanctions are complete, additional sanctions, and/or suspension from the College. In such situations, resident students will be required to vacate College housing within 24 hours of notification by the Director of Community Standards, though this deadline may be extended upon application to, and at the discretion of, the Director of Community Standards. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Community Standards.

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 the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or nonforcible sex offense, the College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or nonforcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- 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 offences
- 10) Non-forcible sex offences

Disciplinary Records

All conduct records are maintained by Albertus Magnus College 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. Requests for student disciplinary records should be made to the Director of Community Standards at slee1@albertus.edu.

CONSTITUTION OF THE ALBERTUS MAGNUS COOPERATIVE COUNCIL

The administration, faculty, and students of Albertus Magnus College hereby establish the ALBERTUS MAGNUS COOPERATIVE COUNCIL, with the authority and organization set out below.

ARTICLE I: ORGANIZATION

- A. The Council shall be composed of equal numbers of representatives to be designated by the administration, faculty and students in the following manner:
 - 1. Administration representatives shall be designed by the President of the College or his/her representative from among the administrative officers and staff, or, at the discretion of the President, from the faculty or other parts of the College community.
 - 2. Faculty representatives shall be designated by the faculty from among the members of the faculty.
 - 3. Student representatives shall be designated by the Student Government Association in accordance with its constitution and bylaws.
 - 4. A representative shall serve for a term of 12 months, unless a shorter term is prescribed by the group that designated him/her for membership or s/he is recalled by his/her group pursuant to procedures prescribed by it prior to his/her term of office.
 - 5. Vacancies in the membership arising from resignation, recall, withdrawal from the College community, death or other cause shall be filled by the administration, faculty, or student body, as the case may be, in the same manner as an original appointment.
- A. The Council shall consist of 9 members: 3 each to be named by administration, faculty, and student body, which includes the alternates. In the event of an increase, the additional members shall be named, in equal numbers, by administration, faculty, and student body, subjected to the rules set out in Section A of the Article. Any such increases may be rescinded by a two-thirds vote of the entire membership of the Council, but the number shall not be decreased to less than 9 members, which includes alternates.
- B. The officers of the Council shall be a Chair and a Vice-Chair and, in the discretion of the Council, such other officers as it may deem desirable. Officers may be selected by the Council from within its membership (in which event the officer shall retain their power to vote) or from other parts of the College community (in which the officers shall have no power to vote).
- C. Meetings of the council shall be held as needed or meetings shall be held (with at least 48 hour notice) when called by the Chair or by the written request of one-third of the membership submitted to the Chair.
- D. If a member is unable to attend a meeting of the Council, the group by which s/he was designated (administration, faculty, or student body, as the case may be) may designate a substitute with power to vote in place of the absent member. The substitute may be any person designated by the President from the College community.
- E. The Council may adopt such by-laws as it may deem desirable for the conduct of its meetings and discharge of its responsibilities.

ARTICLE II: AUTHORITY AND JURISDICTION

The Council's authority should be legislative, consultative, and judicial as follows:

- A. The Council shall have the power to legislate by establishing student social regulations in the following areas: 1. guests; 2. alcohol; 3. drugs. Areas may be changed on the basis of recommendations made by a simple majority of the Council, subject to the approval of the President.
- B. The Council shall have the power to consult (on its own initiative, or upon request by the administration, faculty, or student body) with respect to all other matters affecting the College Community, and to make recommendations thereon to the group (administration, faculty or student body) having primary responsibility for action thereon.
- C. The Cooperative Council Judicial Board is composed of 6 permanent members: two students appointed by the Student Government Association; two members of the faculty appointed by the Chair of the Faculty Assembly; two representatives of the administrative staff, and one alternate from each group.

The Judicial Board shall have original jurisdiction over areas designated by the Council. The Judicial Board shall have referral and appellate jurisdiction in all cases with power to affirm, reduce, or increase the penalty ordered by the Vice President for Student Services. The Council shall have the power to establish standards of fairness and procedural due process.

ARTICLE III: AMENDMENTS

This constitution may be amended by a two-thirds vote of the entire membership of the Council at any meeting, provided that written notice of the proposed amendment shall have been given to all members in the call of the prior meeting, and provided further that no amendment altering the tripartite equality of the representation of the administration, faculty, and students, or altering the authority of the Council or terminating the Council shall be effective unless ratified by the administration, the faculty, and by the student body, each acting separately (and in the case of the faculty and student body, by a two-thirds vote at a meeting specially called for this purpose).

The tradition of honor guides every aspect of college life at Albertus Magnus College. This tradition requires that each member of the College community assume personal responsibility for upholding the policies of the College. To facilitate this and to appropriately address infractions by any member of the College community, the College, through the authority of the Cooperative Council, has established the Albertus Magnus College Conduct System. The Student Body, the Faculty, and the Administration share joint responsibility for implementing the college conduct system and for promoting cooperative campus living.

In a spirit of honor and integrity, any person cognizant of failure to abide by a College policy should take appropriate action as outlined in this conduct system. As a guiding principle, every effort should be made to resolve the case to the mutual agreement of the parties concerned. Whenever possible, claims should be settled at the level at which the offense occurs.

ALMA MATER

Alma Mater, Alma Mater,
Thee in song our voices praise.

Marshall of our faith and courage,
Comrade of our carefree days,
Guardian of our endless questing,
Teacher whom we learned to
bless, Alma Mater, Alma Mater,
Mother of our Happiness.

Alma Mater, Alma Mater,
College of our youth,
Standard of our life, Albertus,
Fearless, endless Truth.

Alma Mater, Alma Mater,
Magic is your ageless power.
Constantly your fostering spirit
Moves beside us every hour.
When the present is an echo
In the hearts that from you came,
Songs of youth and friendship's
embers Will rekindle at your name.

Alma Mater, Alma Mater,
College of our youth,
Standard of our life, Albertus
Fearless, endless Truth.

EMERGENCY PROCEDURES FOR RESIDENTIAL STUDENTS

In The Case of an emergency, call 911 and then Public Safety immediately at 203-507-5204.

The following situations are considered emergencies:

- a. FIRE ALARM
- b. BOMB SCARE
- c. PHYSICAL ASSAULT
- d. MEDICAL EMERGENCIES
- e. ATTEMPTS TO COMMIT SUICIDE
- f. IF THERE IS ANY QUESTION IN YOUR MIND, CALL FOR ASSISTANCE.

Important Telephone Numbers:

Emergency Only - Police, Fire, and Ambulance: 911 Security: cell

phone 203-507-5204

office 203-773-8509

RA on-call: 203-657-7659 or 203-752-7269 (8pm-8am

each night, and 24/7 Friday 8pm-Monday 8am)

Administrative offices (M-F 8:30am-4:30pm)

Vice President for Student Services: 203-773-8542

Director of Residential Life and Community Standards: 203-773-8577 Associate

Dean of Campus Activities: 203-773-8541

FERPA (Family Educational Rights and Privacy Act)

The purpose of the Family Educational Rights and Privacy Act of 1974m as amended (FERPA) is to afford certain rights to students concerning their education records. The primary rights afforded are the right of the student to inspect and review their education records, to request amendments to their records, and to have some control over the disclosure of personally identifiable information from their records. Student will be notified of their FERPA rights annually.

Under the Family Educational Rights and Privacy Act (FERPA), Albertus Magnus College students are afforded certain rights when it comes to educational records. The information below outlines these rights: Disclosure of personally identifiable information Educational records are not accessible to a parent or guardian without a student's written consent, unless the parent/guardian provides a certified copy of the most recent Federal income tax return that shows the student is a dependent. However, if the College believes it is in the student's best interest, information from the education record may be released to a parent/guardian in cases such as:

- When a student's health or safety is in jeopardy
- When a student engages in alcohol- or drug-related behavior that violates College policies
- When a student has been placed on academic probation
- When a student has voluntarily withdrawn from the College or has been required by the College to withdraw
- When a student's academic good standing or promotion is at issue
- When a student has been placed on a Behavior Contract or stronger restriction
- When a student engages in behavior calling into question the appropriateness of the student's continued enrollment in the College

A student has the right to consent to disclose personally identifiable information contained within his/her educational record, except where FERPA authorizes disclosure without consent. Information may be released:

- To the student
- To the parents of a dependent student
- To a College official
- To a party seeking directory information
- To a party receiving the information pursuant to a judicial order or lawfully issued subpoena

Regarding student disciplinary proceedings as expressly permitted by FERPA, including but not limited to notification to an alleged victim of any crime of violence of the results of any College disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

- To parties otherwise authorized to receive the information pursuant to FERPA
- If a student wishes the information to be released to a third party, he/she would file a "Student Information Release Authorization" with the appropriate office.

Type of Record	Location
Academic, Placement, Directory Information (Official University Transcripts, other document records containing admission documents and basic student data, notices of transfer credit and previous college transcripts, etc.)	Office of the Registrar
Academic Progress/Grades (Correspondence regarding academic progress, grades and status)	Office of the Registrar

Conduct (Files concerning extracurricular and non-academic correspondence along with confidential disciplinary files)	Office of the Registrar
Financial Records (Maintaining financial aid files)	Office of the Registrar
Medical Records (Medical Records that are submitted to the College are held for 7 years from when a student graduates or leaves the College)	Health Center or Counselling Center

Access to Educational Records

If a student wishes to inspect and review his/her educational records, he/she should make a request in writing to the custodial office of the specific record he/she wishes to review. See the table above for the correct custodial office for a specific record. If a student does not know to which custodial office to make the request, he/she may contact the Registrar. The custodial office must respond to the written request within 45 days. When a record contains information about more than one student, the requesting student may inspect and review only the portion of the record which relates to him/her. The College reserves the right to charge the student for copying, copying time, and postage should such services be requested.

The College may refuse access to the following records:

- Financial statement of the student's parent(s)
- Letters and statements of recommendation for which the student has waived his/her right of access or which were placed in file prior to January 1, 1975
- Records connected with an application to attend Albertus Magnus College or a component unit of Albertus Magnus College if that application was denied
- Those records which are excluded from the FERPA definition of education records

Amendment of Education Records

If a student believes that his/her education record is inaccurate or misleading, he/she may make a request in writing to the appropriate custodial office, identifying which records he/she wishes to have amended and providing supporting documentation as to why he/she desires the amendment. Albertus Magnus College may comply with the request to amend or it may decide not to comply.

If it decides not to comply, the Registrar will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights. Upon request by the student for a hearing, the Registrar will arrange for a hearing and notify the student of the date, place, and time of the hearing. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the education record. The student may be assisted by one or more individuals, including an attorney.

Filing a Complaint

If a student feels that the College has failed to comply with FERPA requirements, he/she has the right to file a complaint with the U.S. Department of Education's office that administers FERPA at:

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

Directory Information/Privacy Blocks

Albertus Magnus College designates "directory information" as: student ID number, first name, last name, class, major, AMC email address, and AMC mailing address. For varsity athletes, "directory information" also

includes: height, weight, hometown, and home state. If a student does not wish to have his/her directory information released, he/she must complete within two weeks of the beginning of the academic term a nondisclosure form available in the Registrar's Office in Aquinas Hall. Once a student completes and submits this form, his/her directory information will be withheld for life, even after he/she is no longer a student, unless he/she rescinds the request.

- If a student blocks directory information, it may still be inspected by those College officials authorized by FERPA to inspect education records without consent.
- Blocking directory information does not allow a student to be anonymous within the classroom.
- If a student blocks his/her directory information, it cannot be released to friends, family, prospective employers, the news media, student activities and honor societies.
- Some reasons for considering a privacy block on directory information may include harassment, or the advice of a legal or medical professional.
- If a student would like to keep "directory information" private, but release information so it can be published in commencement programs and honor lists, he/she must contact the Registrar's Office in Aquinas Hall.

College Officials with Legitimate Educational Interests

A student's education records may be disclosed, without consent, to College officials with legitimate educational interests. These include, but are not limited to other than as limited by FERPA policy, people employed by the College in administrative, supervisory, academic, research, or support staff roles (including Campus Security and Health Center Staff); people contracted by the College as an agent for the College to perform particular services (such as an attorney, auditor or collection agent); people serving on the Board of Trustees; students serving on official committees or assisting other school officials in performing tasks, or volunteers or other non-employees with legitimate educational interests. A legitimate educational interest is present if the College official needs to review an education record in order to fulfill professional responsibilities.

Reports of Academic Progress, Status and Disciplinary Action to Parents

It is College policy to send academic progress and status reports directly to students. If parents or guardians wish to receive correspondence about academic progress, status and disciplinary actions (usually grade reports, letters relating to dean's list, probation), requests can be made to the Office of the Registrar by:

- The student who completes the Parental release Form in the Office of the Registrar requesting reports be sent to parents or legal guardians;
- Parents or guardians who make a written request to the Office of the Registrar indicating that the student is a dependent and providing evidence that the parents or guardians declared the student as a dependent on their most recent Federal Income Tax form.

Release of confidential information to parents and disclosure of director information to others are separate issues. The student may allow one and deny the other. For example, student may release confidential information to parents and at the same time prevent disclosure of directory information to others. Parental release forms are available in the Office of the Registrar in Aquinas Hall. When access is granted to one parent the College must grant equal access to the other parent upon request, unless presented with a court order or other legally binding document that states otherwise. Students may terminate their release of information to parents by providing written notice to the College Registrar.

Record Maintenance

Student educational records are defined under FERPA as "records directly related to a student and maintained by the institution or by a party acting for the institution". This includes any information or data recorded in any medium, including handwriting, print, tapes, film, microform, and any other form of electronic data storage.

Student educational records are maintained in a number of College offices, such as the Office of the Registrar, Office of Academic Affairs, Office of the Vice President for Student Services, the College Health Center, Departmental Offices, Office of Financial Aid, Business Office, Office of Career Services and the Division of

Professional and Graduate Studies. Students are invited to consult with the Registrar about other offices that may maintain student educational records.

Procedures governing the maintenance and ultimate disposition of student educational records different from one area to another.

Inspection and Review of Educational Records

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), affords students the right to inspect and review their educational records within 45 days of the date a College receives a request for access.

1. All students who are or have been in attendance at Albertus Magnus College shall have the right to inspect and review their educational records, subject to the limitations provided under applicable regulations of FERPA. Students should submit to the Registrar, Vice President for Academic Affairs, Vice President for Student Services, or other appropriate official, written request that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. Under FERPA, certain records are not part of the student's educational record, such as:
 - a. Notes about students by individual staff or faculty members which are retained in the sole possession of the maker of the record and not accessible or revealed to any other person
 - b. Records maintained by the College Health Clinic which are used only for treatment of a student and made available only to those persons providing treatment
 - c. Employment records of individuals whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
 - d. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student
3. Under FERPA, the College is not required to permit students to inspect and review:
 - a. Financial information submitted by parents
 - b. Confidential letters and statements of recommendations concerning which the student has waived his or her rights to inspect and review.
4. In cases where a student is not within commuting distance of campus, and is therefore physically unable to be present to view the record on campus, the student may request a copy of the records for a fee (contact the appropriate office for fees). To obtain copies of transcripts and source documents such as test scores from other institutions, students must contact the originator of those records. The College does not copy transcripts of other schools for student use. For students who have unpaid financial obligations to the College, alternative arrangements may be made at the student's expense to view his or her records. For this service, students need to send a written request addressed to the College Registrar.

Student Consent to Disclose Educational Records

The Family Educational Rights and Privacy Act affords students the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff person (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

As provided by FERPA, the College may also disclose education records or components thereof without written consent of students to designated persons and agencies including but not limited to:

- Authorized representatives of certain federal, state and local agencies in connection with certain state or federally supported education programs;
- Officials of other institutions in which a student seeks or intends to enroll, in which case a reasonable attempt will be made to inform the student of disclosure;
- Persons or organizations providing financial aid to students or determining financial aid decisions;
- State and local officials to whom disclosure is required by State statute adopted prior to November 19, 1974;
- Organizations conducting certain studies for, or on behalf of, educational agencies or institutions;
- Accrediting organizations carrying out their accrediting functions;
- Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1986, Section 152;
- Persons in compliance with a judicial order, lawfully issued subpoena, or IRS Summons in which case a reasonable attempt will be made to inform the student of the disclosure except when required by law or court order;
- Persons in an emergency, if the knowledge of information is necessary to protect the health or safety of students or other persons;
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense (as defined in 34 CFR Part 990, the final results of the disciplinary proceeding conducted by the institution with respect to the alleged crime or offense);
- Interested individuals, subject to the requirement of 34 CFR Part 99, the name, violation committed, and sanction imposed by the institution against a student who has committed a violation of the institution's rules or policies in connection with the alleged perpetration of a crime of violence or a non-forcible sex offense;
- Parents regarding the student's violation of any federal, state or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance, if the institution has determined that the student has committed a disciplinary violation with respect to the use or possession, and the student is under the age of 21 at the time of the disclosure to the parent.

Investigation and Administrative Resolution of Sexual Misconduct Allegations

The College encourages students to report allegations of sexual misconduct to the Deputy Title IX Coordinator or Title IX Coordinator. Formal notice of a complaint can be made in writing or orally to an appropriate staff member or responsible employee. The complaint should clearly describe the alleged incident, including when and where it occurred, the identity of the perpetrator if known, and who was present. The College strongly encourages prompt filing of a complaint so that an effective investigation can be conducted.

Investigation will commence promptly upon receipt of notice of alleged sexual misconduct. It is anticipated that the investigation and administrative resolution process will be completed within 60 days of the receipt of notice. If the process is expected to take longer than 60 days, the Deputy Title IX Coordinator will communicate the reasons for any such delay and the expected timeline to the parties in writing as soon as possible. The College reserves the right to extend any time periods identified herein.

The College does not tolerate intentional false reporting of incidents. It is a violation of the Code of Student Conduct to make an intentionally false report of any policy violation.

Initial Response

Upon notification of alleged sexual misconduct, the Deputy Title IX Coordinator will meet with the Complainant to review the details of the report, to explain the options available to them as how they would like to proceed; this includes the steps involved in a sexual misconduct investigation, to advise him/her of the availability of support resources, and to discuss their rights, as well as offer any interim measures that may be needed at this time.²

The Deputy Title IX Coordinator may initiate an immediate interim response to separate Complainant and Respondent to prevent them from engaging with each other in common areas, residence halls, campus buildings, and student activities, and will outline options to change Complainant's and/or Respondent's academic and/or living situations if those changes are requested and are reasonably available. At this time the Deputy Title IX Coordinator will meet with the Respondent to discuss the complaint and meet separately with the Complainant and Respondent to inform them of any interim measures that may directly impact them. These responses may be temporary pending resolution of the investigation and administrative resolution process. Nothing herein shall preclude an immediate suspension in order to preserve the safety of the College community. During any stage of the investigation or resolution process, if the Deputy Title IX Coordinator reasonably suspects that Respondent poses an imminent threat of harm or disruption to the College community, s/he may be immediately removed from campus housing and/or be restricted from movement on campus.

The College recognizes that the Complainant may desire confidentiality. In such cases the Complainant is asked to put the request in writing. The College will maintain confidentiality to the extent permitted by law and other safety considerations; the Complainant must understand, however, that the College's ability to investigate the incident and pursue disciplinary action against the alleged perpetrator may be limited by such request.

Similarly, in some cases the Complainant may request that the College not investigate a report. The College may then determine that it must investigate a report and take measures to protect the rights, interests, and personal safety of the College community. The College also may proceed with an investigation and administrative resolution process even where a Complainant withdraws their complaint or requests that the process be terminated.

After reviewing the complaint and speaking with the Complainant, the Deputy Title IX Coordinator will determine if there is reasonable suspicion that policy has been violated.

² In the event that the Deputy Title IX Coordinator is not available or where there is a concern of an appearance of impropriety arising from the Deputy Title IX Coordinator's involvement, the Title IX Coordinator will fulfill the Deputy Title IX Coordinator's functions as outlined herein.

- If there is reasonable suspicion of a violation, the investigation will commence. Interim measures that were taken during the initial review phase may remain in force.
- If there is no reasonable suspicion of a violation of the Policy, then the Deputy Title IX Coordinator will issue a written finding of no cause to Complainant and the process will terminate.
 - Interim measures that were taken during the initial review phase may cease.
 - Complainant may pursue other options such as requesting a no-contact order and/or reporting the incident to the local police department.
 - In the event that additional evidence or information regarding a complaint is provided to the Deputy Title IX Coordinator subsequent to a finding of no cause, the investigation may be reactivated.

Preliminary Investigation

If there is reasonable suspicion of a violation, the investigation will commence. Once this is determined a Notice of Investigation will be issued, and the Investigative Team will conduct interviews with the Complainant, the Respondent and witnesses.

Investigative Team

All members of the Investigative Team, Complainant, Respondent, witnesses, Hearing Panel members and Associate Title IX Coordinators are bound by confidentiality. They may not disclose any aspect of the investigation or administrative resolution process, or any documents or information related to it, other than to the Deputy Title IX Coordinator, the Title IX Coordinator/ Vice President of Student Services, or as required by law.

Members of the Investigative Team who may be involved in the allegations of the complaint, who may know the parties or witnesses, or who otherwise have a conflict of interest shall recuse themselves from the investigation and/or administrative resolution process. The Deputy Title IX Coordinator will designate appropriate substitutes to serve for the duration of the pending case.

Information Gathering

The Investigative Team will establish a witness list, information list, anticipated investigation timeframe, and order of interviews for Complainant, Respondent, Reporters and witnesses (the "Participants"). Participants will be informed in writing of the investigation by the Deputy Title IX Coordinator and given a minimum of 24-hours notice to prepare to meet with the Investigative Team. The Investigative Team will interview Participants separately and in person except in extraordinary circumstances. The investigative team will maintain any written statements or documentation provided by Participants.

Support Person

Complainant and Respondent may have a support person present during the investigation and/or administrative resolution process. A support person is an individual chosen by Complainant and/or Respondent to provide support and encouragement. A support person may not communicate with the Investigative Team, the Hearing Panel, or any Participant at any time during the process. The support person may advise the individual, but may not represent him/her or advocate on his/her behalf. A support person who violates any of these provisions may be barred from the proceedings by the Deputy Title IX Coordinator.

Communication

The Investigative Team will communicate with the parties in a timely fashion to keep them informed as to the status of the investigation. The Investigative Team also will periodically report on the status of the investigation to the Deputy Title IX Coordinator. The Deputy Title IX Coordinator shall ensure that the Investigative Team adheres to the intended timeline and updates Participants throughout the process.

Determination and Notice

At the conclusion of the investigation, the Investigative Team will provide a written report of its findings to the Deputy Title IX Coordinator. The Investigative Team's findings will be made using the "preponderance of the evidence" standard, which requires that the information supporting a finding of responsibility is more convincing than the information in opposition to it.

If the standard has not been met, the case will end. The Deputy Title IX Coordinator shall determine whether any interim measures that were taken should cease or continue. The parties may take any or all of the following actions:

- request a no-contact order from the College;
- report the incident to the local police department, if s/he has not already done so;
- appeal the decision. An appeal must be filed in writing with the Deputy Title IX Coordinator within 10 days of the written notice.

Administrative Resolution

If it is determined that the information obtained through investigation supports a finding of responsibility, the Deputy Title IX Coordinator will provide written notice of this determination and proposed sanctions.

- If Respondent accepts responsibility for the alleged violations, s/he will have 48 hours to accept the finding of responsibility and accept or decline the sanctions.
 - The Respondent must submit his/her decision to accept the finding of responsibility and to accept or decline the proposed sanctions in writing to the Deputy Title IX Coordinator.
 - Sanctions must be accepted in total or declined in total. Respondent cannot accept one sanction and reject another.
 - If Respondent accepts the sanctions, those sanctions will be imposed in a written notice from the Deputy Title IX Coordinator. Once Respondent agrees to the proposed sanctions, the decision is binding and s/he cannot appeal.
 - If Respondent does not accept the sanctions, the case will proceed to the Hearing Panel for further action.
- If Respondent does not accept responsibility for the alleged violations in writing within 48 hours of receipt of the notice from the Investigative Team, the case will proceed to the Hearing Panel for further action.

Hearing

The Deputy Title IX Coordinator will convene a Title IX Hearing Panel (the "Hearing Panel") once charges have been assessed following an investigation and Respondent either has not accepted responsibility for the charges or has not accepted the proposed sanctions. The hearing panel is not charged with conducting a new investigation of alleged charges. Their role is to review all documents pertaining to the investigation, including

the investigative reports, evidence, et cetera, and to determine if the respondent is responsible for violating the Sexual Misconduct Policy. The Hearing Panel is comprised of three voting members selected by the Deputy Title IX Coordinator from a pool of trained faculty and staff members. The Deputy Title IX Coordinator will designate a Panel Chair from the three voting members on the Hearing Panel.

Members of the Hearing Panel who may be involved in the allegations of the complaint, who may know the parties or witnesses, or who otherwise have a conflict of interest shall recuse themselves from the process. The Deputy Title IX Coordinator will designate appropriate substitutes to serve for the duration of the pending case.

If Respondent accepts the finding of responsibility but not the proposed sanctions, the Hearing Panel will determine whether those sanctions were appropriate under the Policy. If Respondent rejects the finding of responsibility, the Hearing Panel must determine whether it is more likely than not that s/he violated the Sexual Misconduct Policy and, if so, must determine appropriate sanctions in accordance with the policy.

The Panel Chair, with assistance from the Deputy Title IX Coordinator, will:

- Convene the Hearing Panel;
- Notify in writing all involved persons and members of the Panel of the scheduled hearing;
- Provide Complainant and Respondent with a written statement of the complaint and a summary of any written report from the Investigative Team;
- Be responsible for all communication with the Hearing Panel, the Investigative Team, Complainant, Respondent, the Deputy Title IX Coordinator, and witnesses;
- Facilitate the hearing;
- Participate fully in the Hearing Panel's deliberation;
- Recess or continue the case at the Chair's discretion.

Complainant and Respondent can review all relevant reports, statements, and other relevant written materials intended to be considered during the Hearing at least three days prior to the Hearing.

Safe Environment

The Panel Chair will promote a civil and respectful proceeding.

- The hearing is not open to the public. Attendance is limited to the Hearing Panel, the Investigative Team, the Participants, and support persons.
- The Chair reserves the right to remove any individual who impedes the process.
- At the request of a hearing participant or on his/her own initiative, the Panel Chair may take action to maintain a safe environment.
- Complainant or Respondent may request alternative testimony options that do not compromise the integrity of the hearing process, such as placing a privacy screen in the hearing room or allowing Complainant or Respondent to testify from another room via video. Such requests must be communicated to the Panel Chair at least 48 hours prior to the hearing.
- The Panel Chair may request the presence of a Campus Security Officer at the hearing.

- Complainant and Respondent may not question each other directly.

Witnesses

- All witness involved in the investigation may be asked by the hearing panel to attend the hearing. Names of new witnesses, not involved in the investigative process, may be proposed by either party. These names must be given to the Deputy Title IX Coordinator at least two (2) business days in advance of the hearing. These names will be provided to the other party no later than 24 hours before the hearing. Witnesses shall only be allowed to share information that is factual and directly pertinent to the specific incident being reviewed.
- Character references will not be heard.
- Witnesses shall be present only when sharing information with the Panel.

If, in the past, Respondent was found to have violated the Sexual Misconduct Policy, the past violation may be considered by the Hearing Panel if:

- The previous violation was substantially similar to the present complaint; and/or
- The previous violation indicates a pattern of behavior and substantial conformity with that pattern by Respondent.

A hearing may be conducted in the absence of any of the Participants at the discretion of the Panel Chair. If the Complainant or Respondent does not attend the hearing or chooses not to speak, the hearing will proceed and sanctions, if appropriate, may be imposed.

The Panel may go into closed session, temporarily excusing all participants, at any time upon the vote of a majority of its members.

Deliberations

Immediately after the hearing concludes, the Hearing Panel will meet to deliberate and determine whether the evidence has established by a preponderance of the evidence that there has been a violation of the Sexual Misconduct Policy. All three voting members of the Hearing Panel must participate in the deliberations. The Deputy Title IX Coordinator is required to be present to provide administrative assistance as needed during deliberations, but shall not participate in the deliberations and has no vote. All decisions require a majority vote of the three voting members of the Hearing Panel.

- If the Panel determines that Respondent has not violated the Policy, the hearing will conclude. The Hearing Panel will issue a written notice of its finding of non-violation to the parties within three (3) days of such determination.
- If the Hearing Panel determines that Respondent has violated policy, the Hearing Panel will issue a written notice of its finding within three (3) days of such determination and shall convene the Sanctions Phase of the administrative resolution process.

Sanctions Phase

The parties may submit oral or written impact statements to the Hearing Panel in the Sanctions phase. The Deputy Title IX Coordinator will disclose the Respondent's past student conduct code violations, if any, to the Hearing Panel. The Hearing Panel will then deliberate privately. All three voting members of the Hearing Panel are required to participate in the deliberations. The Deputy Title IX Coordinator is required to be present to provide administrative assistance as needed but shall not participate in the deliberations and has no vote. All sanctions decisions require a majority vote of the three voting members of the Hearing Panel.

Sanctions will be rendered in accordance with the Policy and may range from probation to expulsion, and may also include the extension of any interim measures that were taken.

Within 24 hours after a sanctions decision is reached, the Hearing Panel will prepare a written notice of sanctions. The Hearing Panel will issue written notice of its sanctions decision to the parties and the Deputy Title IX Coordinator.

Appeal

After the conclusion of the Hearing Process, the Deputy Title IX Coordinator will meet separately with both parties to answer any questions. The parties may appeal the decision of the Hearing Panel and/or the sanctions imposed by filing written notice with the Vice President for Student Services within 5 days of the issuance of the Hearing Panel's written notice of finding of non-violation, the written notice of finding of violation, or the written notice of sanctions.

An appeal is not a rehearing of the case or an opportunity for the Vice President for Student Services to substitute his/her judgment for that of the Hearing Panel. The purpose of an appeal is to determine if there is sufficient information presented to allow a reconsideration of the Panel's decision. The following are the sole grounds for appeal:

- A substantial error of due process that adversely influenced the outcome
- Newly discovered material information that was not available at the time of the hearing, that is directly related to the case, and that would have a significant impact on the outcome
- Sanctions that are disproportionate to the violation
- The weight of the evidence did not justify a finding of responsible or not responsible

Note that sanctions will be enacted and interim measures may be continued while the appeal is being considered, at the discretion of the Deputy Title IX Coordinator.

The Vice President for Student Services will review the appeal and make a final decision within ten (10) days of receipt of a written notice of appeal. The Vice President for Student Services will issue written notice of his/her decision to the parties and the Deputy Title IX Coordinator. If an appeal as to a finding of violation or non-violation is granted, the Vice President for Student Services will review all documents pertaining to the investigation and formal hearing in order to determine the final outcome of the proceedings. The decision by the Vice President of Student Services is final.

If an appeal as to sanctions is granted, a new sanctions phase will be ordered. If an appeal is denied, the findings of the Hearing Panel will stand, including the sanctions imposed. The decision by the Vice President of Student Services is final.

Retaliation

Retaliation against any person for reporting sexual misconduct or for participating in investigations or the administrative resolution process is prohibited. The College will take steps to prevent retaliation and will take swift and thorough steps to respond to retaliation if it occurs. Complainants and Respondents are encouraged to promptly report any issues with retaliation to the Deputy Title IX Coordinator or the Title IX Coordinator.



APPENDIX C

Date	Type	Audience
Jan-20	RA Training on Title IX	Resident Assistant Staff
Jan-20	RA Green Dot Training	Resident Assistant Staff
Jan-20	New Student Orientation: Know your IX	New students
Jan-20	New Student Orientation: Green Dot	New students
Jan-20	Title IX Training for Athletic Staff	Athletic Staff
Jan-20	Stalking Prevention Event	Students/Employees
Jan-20	Stalking Awareness Panel	Students/Employees
Feb-20	Bystander Intervention Tabling Activity	Students/Employees
Feb-20	New Employee Title IX Training	Employees
Feb-20	Athletic Team Green Dot Training	Student Athletes
Mar-20	Athletic Team Green Dot Training	Student Athletes
Mar-20	Bystander Intervention Training	Employees
Apr-20	Take Back the Night event	Students
Apr-20	Selfies for Survivors Event	Students
Aug-20	Title IX Team Policy and Procedure Training	Employees
Aug-20	RA Training on Title IX	Resident Assistant Staff
Aug-20	RA Green Dot Training	Resident Assistant Staff
Aug-20	New Student Orientation: Know your IX	New students
Aug-20	New Student Orientation: Green Dot	New students
Aug-20	Title IX Training for Athletic Staff	Athletic Staff
Aug-20	Orientation Leader Title IX Training	Students
Aug-20	Orientation Leader Green Dot Training	Students
Sep-20	Public Safety Officer Title IX and Trauma-informed practices training	Employees
Sep-20	Title IX Team Policy and Procedure Training	Employees
Sep-20	Student Athlete Title IX Training	Students
Oct-20	New Employee Title IX Training	Employees
Oct-20	Tabling for Domestic Violence Awareness Month	Students/Employees
Oct-20	Green Dot Training for Athletes	Student Athletes
Nov-20	Training for Title IX Team	Employees
Nov-20	Bystander Intervention Training	Students
Nov-20	Online Sexual Misconduct Training	Students/Employees
Dec-20	Annual Sexual Harassment Training	Employees

